



## OFFICE ADMINISTRATOR

**SUMMARY:** We are seeking an experienced seasonal Office Administrator to join our growing summer team! The successful applicant will be the first line of contact for all summer camp families. The Office Administrator will support the office manager in the day-to-day operation of the camp office and the administrative tasks relating to both our Summer Camp ministry and our retreats and Events operations. Daily tasks will vary with each week and will include managing the office inbox, fielding telephone inquiries, report building, parent communication, and managing camper enrollment, processing camper paperwork, invoicing and assisting with staff inquiries.

**SALARY & BENEFITS:** \$2750 - Refer to J1 Sponsor Agency + \$250 Completion Bonus  
**BENEFITS:** \$250 completion bonus, paid weekend overtime available, all meals, accommodation, airport pick-up and drop off, WIFI, laundry facilities, staff uniform, work out room, use of facilities outside of working hours, weekend transportation for planned staff day-trips, and living in a multicultural and diverse Christian community with people from all over the world.  
**HOUSING:** Shared modern cabin/dormitory style  
**REPORTS TO:** Office Manager

### ESSENTIAL FUNCTIONS

1. Work with Office manager and leadership team to generate all required summer camp paperwork, including but not limited to dietary and behavior plans, medical paperwork and sign in/out records
2. Process camper records ready for the clinical team to review
3. Communicate with caregivers and camp leaders as needed
4. Maintain office equipment in good order
5. Attend trainings and meetings
6. Follows Grotonwood's policies and procedures, including those related to medical and disciplinary situations, child abuse prevention, written documentation, and emergencies.
7. Communicate camper/staff/retreat guest needs in a timely manner

### REQUIRED SKILLS

- Excellent computer Literacy; comfortable using Microsoft Office and/or Apple office suites. Willing to learn summer camp enrollment software, and Google calendar
- Excellent customer service - helpful and polite tone over telephone and email
- Excellent attention to detail, good letter writing skills (composition, grammar, spelling, punctuation)
- Punctual and schedule oriented - ability to prioritize and manage workloads effectively
- Ability to manage and supervise seasonal office staff who are in various life-stages
- Flexible and proactive self-starter with a positive can-do attitude
- Assist campers and staff in emergency situations (fire, illness, or injury)
- Light janitorial duties – maintain standards of safety and cleanliness in the camp office
- Experience with graphic design, or marketing desirable but not essential

### SPECIFIC RESPONSIBILITIES:

- Monitor office inbox and sort mail, answer the telephone and manage inquiries
- Process camper and guest registrations, take payments and process retreat and summer camp bookings
- Maintain the camp's central Retreat & Summer Camp Booking Calendars
- Ensure timely return of camper paper work and manage summer camp invoicing
- Schedule camp tours, events, retreats and meetings as required

- Support the check-in/out processes
- Request office supplies as needed
- Filing, data-input, payment processing, mass-mailing and report building

The above list is far from exhaustive and some duties may be reassigned and new duties added as required.

**QUALIFICATIONS:**

- 21 years of age
- Driver's License
- High School Diploma or 2-3 years camp administration, customer service, management or similar
- willing to live and/or work in a busy camp environment
- Ability to pass CORI and SORI background checks and provide 3x positive references

**PHYSICAL DEMANDS OF THE JOB:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. This position requires the ability to occasionally lift camp equipment and janitorial products and supplies, up to fifty pounds.

**EQUAL OPPORTUNITIES, EQUITY AND ACCOMMODATIONS STATEMENT:** Grotonwood actively promotes a culture that is free from bias and injustice. We are committed to removing institutional and systemic barriers that result in oppression and racism. We are and will continue to serve and be accountable to marginalized communities, and for creating equitable and sustainable programs where social and restorative justice is woven into every facet, including our hiring practices.

Grotonwood is a proud equal opportunity employer; We are deeply committed to building a workplace and community where inclusion is not only valued, but prioritized. We are committed to creating an environment where all employees feel included and have a strong sense of belonging. All qualified applicants will be considered for employment without regard to race, color, religion, gender, gender identity or expression, family/marital status, refugee or immigration status, sexual orientation, national origin, genetics, neuro-diversity, disability, age, veteran status, or any other non-merit based or legally protected grounds.

We encourage folks from all backgrounds to apply and join us in our mission of providing a Christian camping experience for ALL God's children. Grotonwood is committed to providing reasonable accommodations to qualified individuals with disabilities in the employment application process. To request an accommodation, please contact Camp Director Breeze Everitt, on 978 448 5763 or by email at [breezee@grotonwood.org](mailto:breezee@grotonwood.org) at least one week in advance of your interview.

**ABOUT GROTONWOOD:** Grotonwood is nestled on over 247 acres of beautiful private woodlands on the shores of Lost Lake. Our facilities include premier hotel style to rustic cabin lodging, a waterfront, log cabin chapel and full-size gymnasium. At Grotonwood, we provide a well-rounded experience for our campers and staff in a nurturing, safe environment with endless opportunities for them to try new things and feel great about themselves!