

# **Camp Ramah in Northern California**

Job Title: **Summer Office Associate**

Reports to: Summer Office Manager

## **Job Description:**

Camp Ramah in Northern California is seeking a Summer Office Associate for the summer. The summer office associate is responsible for helping to maintain the camp office, working closely with the Summer Office Manager

## **Qualifications**

- Minimum 18 years of age
- Organizational, administrative, and communication skills
- Excellent communication skills, both written and oral
- Ability to work with peers collaboratively
- Ability to take guidance and supervision
- Must have good character, integrity, physical and mental health, adaptability, enthusiasm, patience

## **Responsibilities**

- Run the camp office smoothly and efficiently
- Answer phones- Take messages from parents, relay accurate information, answer questions, be a friendly voice on the phone .
- Manage petty cash
- Sort and distribute camper mail and email
- Organize and send out camper postcards each session work with office helpers
- Request supplies for activities with assistance of Office Manager
- Complete activity report at the end of the summer
- Organize camper information
- Record registrations and update database File camper information
- Assist in coordinating off-camp trips
- Organize camper t-shirts
- Assist with opening and closing day
- Manage the camp store
- Submit inventory order request as needed to office manager
- As a member of the Administrative Team, the following is expected Live with other members of the Administrative Team
- Conduct yourself as a role model for other staff and campers
- Be a part of planning and carrying out special programming Assist with duties assigned to the Administrative Team
- Be a driver for off-site trips (not required)
- Participate in night programs, meals, and camp events