

**Position:** Office and Hospitality Manager

**Responsible to:** Camp Director

**Essential Duties and Responsibilities:** The Office Manager oversees the camp office, serves as the primary contact person with the public, coordinates guest use, and handles registrations and communications to and from the CRS office. A commitment to serve and invest in the students of our parent ministry, French Camp Academy, is an essential function of all staff positions. A commitment to excellence, to personal spiritual growth, and to do all work to the glory of God is a must.

- Maintain friendly and professional communication with parents, staff, and guests through phone, email, and paper.
- Facilitate smooth internal communication during summer camp.
- Acquire knowledge of camp operations to answer questions as needed.
- Manage Camp Brain software, Bunk1 account, the reservation system and other software.
- Oversee Sunday check-in during summer camp.
- Maintain accurate records and information.
- Manage receipts and submit purchase orders through financial software.
- Assist with planning and execution of summer camp, programmed events, and rental use.
- Provide guidance, oversight, and accountability to summer staff.
- Assist with oversight of student work crew, work-based learning students and activities.
- Execute a standard of excellence in customer service including foodservice, housekeeping, laundry, activity use, supplies and staffing.
- Be willing to perform other ministry and job-related duties as need arise.

**Qualifications:**

- Previous work experience in an office setting.
- Prefer having worked in camp ministry.
- Ability to pay attention to detail and keep organized records.
- Proficiency in computer skills necessary to manage camp registration software, website, MS Word, and Excel.
- Emotional resiliency to adapt to changes in schedule and assignments and to effectively interact with parents, staff, campers, guests, and students.
- Commitment to investing in the lives of young people.
- Willingness to live and work in a camp setting and work irregular hours including frequent weekends and holidays.

French Camp Academy offers a compensation package that includes base salary, medical and life insurance coverage, and retirement plan.

If interested, please send your resume to [CRSoffice@campoftherisingson.com](mailto:CRSoffice@campoftherisingson.com) with Office Manager in the subject line.

