

Summer Camp Manager Summer 2017

The Summer Camp Manager position can be simplified into two different roles: Canteen manager and office manager. The Summer Camp Manager provides essential 'behind the scenes' support to the various aspects of each session, canteen, and overall camp management. The SCM works closely with the SCC and HC with "one foot up the hill and one foot down the hill". The SCM performs tasks of information, canteen, and camp supplies & equipment management. The SCM maintains regular office hours in the Welcome Center (3-6 hours per day) and is accountable to the Summer Camp Coordinator.

Specific tasks include:

- Serve as a model of sacramental ministry
- provide feedback and assessment for staff members and summer camp program
- Maintain impeccable standards of safety
- Serve as a representative of Camp to visitors, campers, and camp staff (in person and on the phone)
- Take and field calls for Summer Camp
- Provide excellent 'customer service' through hospitable and courteous interactions with all staff and visitor
- Management/facilitation of the following:
 - Radios
 - Keys
 - Mail for Summer Camp
 - Cabin Lists
 - Small Group Lists with leaders & locations
 - Lifeguard Lists
 - Camper Activity Lists
 - Camper Address Lists
- Write thank you notes for Program Staff, volunteers, and CITs
- Facilitate registration/check-in on opening day of each session; manages communication of cabin changes on opening day with CC and Nurse, and ensures that all changes are made in camp records & lists.
- Prepares orientation information, camper lists & radios for Program Staff upon arrival
- Carries out other Support Staff duties
- Keeps canteen clean and orderly. Coordinates regular inventory of canteen with other designated Summer Staff.
- Maintains security (keys) to canteen.
- Coordinates with Camp McDowell Retail Sales Manager to make purchases/orders/pick-up/meet delivery truck of canteen items (food & non-food).
- Other assignments at appropriate within the scope of the position.

The Summer Camp Manager should:

- Be flexible, highly organized, and pro-active
- Maintain a friendly and professional attitude
- Be able to 'shift gears' from an 'up the hill office presence' to a 'down the hill camp presence' with ease