



## Mountain Camp Woodside Camp Office Specialist Job Description

The camp office specialist will be part of the camp management staff. The job will be mostly behind the scenes work, organizing camp paperwork, checking in camper forms, interacting with parents, organizing driving schedules and purchasing camp supplies. This Specialist will also assist directors and counselors by making sure that the campers' needs are taken care of.

While this job is demanding and sometimes underappreciated, it is essential to the success of the camp. It is an opportunity to learn about what goes into making a business run and gain valuable experience in an office setting.

### **Requirements**

- Commitment to programming for children
- Ability to work with computers, especially spreadsheets
- Office organizational skills
- Flexibility to meet changing work needs and demands
- Ability to work collaboratively on a high-functioning team
- Openness to feedback and desire to grow professionally
- Ability to handle multiple tasks efficiently and accurately
- Strong organization skills and attention to detail
- Ability to communicate clearly, maturely and compassionately with families
- Ability to maintain an excellent work ethic, a high level of energy and exceptional enthusiasm all day, every day, for up to 9 weeks
- Current CPR and First Aid certification
- Able to drive within the state of California

### **Daily Responsibilities including, but not limited to**

- Organizing / Taking kids to horseback riding
- Organizing early camper pickup
- Interacting with parents
- Explaining and checking camper forms
- Store runs
- Taking supplies to activities
- Answering emails and phone calls from parents
- Taking kids to and from office
- Supervising Lunch, especially for younger campers
- Free Choice/ Activity board setup
- Organizing paperwork such as activity signups, placards, and camper certificates
- Parent Night setup
- Other requests from the directors
- Picking up and dropping off campers at the airport (SFO)



### **Shared Values and Expectations**

- Commit to building a safe, child-focused, fun community
- Demonstrate professionalism and accountability
- Take initiative to analyze and solve problems
- Treat others with courtesy and respect
- Respond to camper, family member and colleague needs
- Maintain a high standard of ethics, integrity and confidentiality

### **Experience & Education**

- High School Graduate
- Over 21 years old
- Experience working with kids or in a camp setting a plus

### **Essential Duties & Responsibilities**

- Provide administrative and management support to the Camp Directors daily
- Provide leadership, energy and camp spirit for campers and staff
- Provide support for activities as needed
- Contribute to and participate in camp activities, and snack & lunch supervision and programming

### **Work Hours and Dates**

This is a **full time** and the Specialist will live and work at the camp for the duration of the summer. Lodging and meals will be provided. Please refer to our "Staff Information" webpage on our website at: <http://www.mountaincampwoodside.com/staff-information.php>

The camp environment is demanding, requiring intense dedication and work ethic from each staff member.

### **Supervision Given/Received**

General supervision, ongoing observation and evaluation provided by Camp Directors



### **Physical Demands**

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. Reasonable accommodation may be made to enable people with disabilities to perform the essential functions.

- Some lifting and carrying up to 60 lbs.
- Typing, writing, reading
- Seeing, hearing and speaking, both nearby and at a distance
- Use hands and fingers to help with classroom supplies and operate equipment
- Frequent sitting
- Standing, walking, kneeling

