Bear Creek Camp and Conference Center

3601 Bear Creek Blvd, Wilkes Barre PA 18702

Office Manager Position Description

Responsibilities:

❖ Summer Camp and 2nd season programing
- Using *Ultra Camp maintain* registration data base
- Send billings, program info, medical forms, etc
- Contact registrants for clarifications or missing information
- Prepare rosters for Program Director(s)
- Maintain records of rental payments, send balance due notices, maintain files of contracts for rentals
- Special summer program related tasks: prepare weekly camper lists; help with Sunday registration; reconcile cash for camp store; maintain petty cash; pay salaries of summer program staff; manage files of international staff.

❖ Clerical
- Receptionist: answer phone, maintain voicemail system, take and distribute messages
- Maintain files of records of communications, contracts for facilities use; and other materials as identified as pertinent to camp operation.
- Print/mail merge acknowledgement letters & other correspondence
- Maintain primary camp email
- Maintain comprehensive camp calendar
- Ensures the confidentiality of all donor and/or camper-related information

❖ Financial
- Record all financial income
- Keep records of and pay bills regularly
- Manage use of and payment for credit cards
- Maintain records for event registration payments (summer and others)
- Regularly pay employee/contract workers salaries/remunerations
- Produce financial reports for Directors, Staff, Executive Committee and Board

❖ Database management
- Maintain current mailing lists of congregations, campers, donors, program participants, staff, and other lists as required/requested by staff and/or camp programing needs.
- Provide regular backup for all digital financial and informational records

Compensation: Hourly (average 40 hrs/wkly)
Hourly rate dependent on experience and skills.

Other Conditions: criminal and child abuse checks required
2 month probation period prior to permanent status