



OFFICE MANAGER

Position Title: Office Manager
Supervisor: Director of Camp 365
Department: Camp

Camp JCC Summary:

Our exceptional summer day camp is a place thousands of campers have called home for over 50 years. We are located on a picturesque 55-acre campus in Center Valley, Pennsylvania. With sprawling sports fields, swimming pool complete with water slides, high and low ropes course, nature and hiking trails, art, music, and nature programming, there is something for every camper. Our camp is open and welcoming to the entire community.

Mission Statement:

At camp, we aim for each of our campers to stand a little taller by the end of the summer. Self-esteem and confidence are a vital part of a child's growth and success in the world. We provide an atmosphere for exploration of new and challenging activities with an encouraging and supportive staff guiding the way for achievement. Our Jewish values, which are infused in everyday life at camp, teach campers the importance of strong character, integrity, sportsmanship, team work, conflict resolution, leadership, understanding diversity and caring about the world around them. We want to ensure, that in the best way, the child who we greet on the first day of camp is not the same person that we wave goodbye to on the last day of the summer.

Position Summary:

Support all administrative aspects of Camp JCC. Tasks may include but are not limited to supply ordering, transportation coordination, regular family communication, managing camper files, enrollment, registration, and general office duties as assigned. The ideal candidate will be well-organized, energetic, team-oriented and proficient in database management, Microsoft Office, and Google Drive.

General Responsibilities:

Financial:

- Support the registration process for Camp JCC.
- Enter all data into Daxko, change or cancel registrations, and work with JCC business office for necessary approvals
- Handle, track, and organize all petty cash requests
- Take daily staff attendance
- Process staff payroll

Transportation:

- Manage daily and field trip bus transportation
- Communicate regularly with transportation company, making sure they have updated routes, directions, times, etc.
- Provide regular communication to families about transportation
- Manage transportation rosters and communicate with bus counselors about any changes

The Jewish Community Center of the Lehigh Valley
702 North 22nd Street
Allentown, PA 18104

General Administrative Support:

- Communicate with families regarding changes in registration, program reminders, transportation updates, etc.
- Prepare all program rosters for program staff, including daily attendance sheets, emergency contact information, pickup authorization, and transportation lists.
- Make all food and supply orders. Consolidate vendors for best price and work with department heads to ensure compliance with budget.
- Attend any night or weekend event with program staff where registration support is needed.
- Work alongside Group Leaders to organize staffing of groups, being conscious of ratios and group dynamics.
- Attend all mandatory camp meetings and staff training events
- Participate enthusiastically in all camp activities
- Perform other duties as requested or required, whether or not specifically mentioned in this job description

Position Competencies for Success

- Ability to work effectively with others in all levels of the organization in a professional manner
- Positive attitude
- Commitment to the growth and development of youth
- Commitment to producing consistent, high-quality work
- Excellent judgment
- Ability to identify problems and work quickly to find solutions
- Patience, caring and creativity
- Flexibility, adaptability and ability to function as part of a team
- Desire to make a difference in the life of a child

Qualifications:

- Bachelor's degree (preferred)
- Prior customer service experience and demonstrated record of success in member relations and database management
- Excellent communication skills, both written and verbal
- Well-organized, with ability to manage workload and attend to priorities, timelines and deadlines
- Strength in warmly and effectively communicating with children, family and staff while maintaining the highest level of confidentiality
- Ability to respond to emergency situations
- Good physical condition which enables you to execute all responsibilities associated with this position
- Commitment to work the full 8 weeks of camp (absences for school or other reasons are handled on a case-by-case basis by the Camp Director)