

CAMP AUGUSTINE

OVERLAND TRAILS COUNCIL, BOY SCOUTS OF AMERICA

POSITION DESCRIPTION

Position title: Office Manager

Reports to: Camp Director

POSITION PURPOSE

The Office Manager assists the Camp Director, Program Director, and Ranger in efficiently running the camp office.

DUTIES AND RESPONSIBILITIES

- Open and close Visitors' Center on schedule and serve all persons in a friendly and courteous manner.
- Check-in and check-out all campers, leaders, and visitors in accordance with camp policies.
- Compile daily advancement and attendance data and input into website tracking system.
- Compile weekly summary of participant evaluations.
- All other duties as assigned.

QUALIFICATIONS

- Must be at least 18-years-old.

DIRECT REPORTS

- None