

Girls Quest Camp Oh-Neh-Tah

OFFICE MANAGER

Job Description

Girls Quest operates Camp Oh-Neh-Tah, nestled on the edge of the northern Catskills, less than a three (3) hour drive from New York City. Situated on 400+ acres, staff and campers have an experience of a lifetime through outdoor and educational activities, and interacting with a diverse and strong community. Building on an 80 year legacy of serving underserved girls from NYC and Greene County, Camp Oh-Neh-Tah will offer a one (1) week session for 50 campers with 30 staff in 2019. Staff commitment is 12-16 days. For more information about Girls Quest and our program, please visit our website at www.girlsquest.org.

JOB SUMMARY

The Office Manager is an integral part of the camp charged with the flow of communication from the outside world. This individual manages office and administrative duties--answers telephone, greets visitors, manages the daily flow of incoming and outgoing mail, email and packages.

The Office Manager is considered as "Support Staff" and is a part of the daily life at camp. This individual provides necessary services that are the foundation of camp. Support staff is encouraged to participate in special camp days and campfires. There may be times when support staff may be asked to fill in for General Counselors during the early evening, for example, helping at bedtime and during General Counselor meetings.

RESPONSIBILITIES

- Maintain communication with the outside world
- Manage and order supplies as requested
- Copy documents, type memos and proposals as needed
- Answer the phone and relay messages
- Meet and greet camp visitors
- Help where needed during the day (in a cabin, activity, at meals or other camp events)
- Work effectively with the Administrative team (Camp Director, Assistant Camp Director, Program Coordinator)
- Be willing to step out of your personal comfort zone or box
- Attend and participate in all continued training and staff meetings
- Be adaptive and respectful of all camp participants and the camp environment
- Maintain open communication with all staff
- Help maintain camp spirit

QUALIFICATIONS FOR ALL STAFF

- Desire to work and live in the outdoors for two (2) weeks in upstate New York
- Maturity, good moral character, and integrity
- Understanding and liking of children; knowledge of behavioral issues a plus
- Patience and sensitivity to the needs of children
- Willingness to work as a team player for the benefit of the girls entrusted to our care
- Willingness to forgo significant use of technology except during unscheduled times
- Acceptable Health Exam and current Immunization Record
- Attend mandatory Training Session at camp prior to campers' arrival

QUALIFICATIONS/REQUIREMENTS

- Must be at least 18 years of age and a high school graduate
- Comfortable with computer technology and proficient with Microsoft Word and Excel
- Experience with office equipment, like copy and fax machines
- Demonstrates organizational abilities
- Good interpersonal skills
- Ability to communicate effectively with parents and vendors via telephone.

SUMMER 2019 SCHEDULE

Friday, August 9—Arrive at camp by 12:00 Noon to begin training and duties

Sunday, August 11—Full Staff Training Begins at 12:00 Noon

Thursday, August 15—Campers Arrive

Thursday, August 22—Campers Depart. Camp Closing Begins

Friday, August 23—Staff Depart in the Morning

NOTE: Housing may be as a third staff member in a cabin that has 10 campers and 2 (two) General Counselors. This arrangement enables participation with a cabin group at meals and in daily camp life, as duties permit. Alternative housing is available. Sleeping cabins are rustic, but have electricity and are adjacent to sanitation facilities. Laundry facilities available. Bedding provided, but bring your sleeping bag. Abundant wild life.

TO APPLY

Complete [Camp Staff Application 2019](#) and provide Resume and three (3) Letters of Recommendation. Send to: Constance Stine, Camp Director, Camp Oh-Neh-Tah, 7636 E. Oasis, Mesa, AZ 85207, or Email: campdirector@girlsquest.org **NOTE:** Background checks will be conducted.