



# Camp Soles

## JOB DESCRIPTION

### Office Manager

Apply Online at [www.campsoles.com](http://www.campsoles.com) or  
Email resume & cover letter to [fun@campsoles.com](mailto:fun@campsoles.com) or  
Mail to Camp Soles, 134 Camp Soles Lane  
Rockwood, PA 15557

*Camp Soles is located in the Laurel Highlands four-season recreation destination an hour from Pittsburgh, PA. Home to Frank Lloyd Wright's Fallingwater, Ohio's Youghiogheny River rafting, Seven Springs Ski Resort and state parks, the Laurel Highlands is a hub for outdoor sports enthusiasts: <https://www.golaurelhighlands.com>*

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### Position Summary:

The two primary roles of the Office Manager include:

Cultivating relationships with parents, groups, staff, volunteers, board members and donors.

Supporting the general administrative needs of the Camp including bookkeeping, filing, communications, programming, HR and staffing records, and general office management and information organization.

Reports to Camp Director

### Essential Functions:

1. Liaison with parents/guardians, groups, board members and donors to promote and support the success of the Camp.
2. Respond professionally to incoming calls, emails, or other forms of inquiry providing general camp information and fielding questions.
3. Manage and maintain financial records, bookkeeping, petty cash, check books, vendor files and contracts, renewals, accounts payables, etc.
4. Manage and maintain personnel records, certifications, qualifications, clearances, payroll records, timekeeping, benefits, etc.
5. Manage and maintain group and individual camper contracts, waivers, clearances, permissions, confirmations, health records, notifications, fees, accounts receivables, collections, etc.
6. Manage and administer "camp management software", currently Camp Brain, assisting the Camp Director and Programming staff with program setup, management of youth and family camp sessions, volunteer events, etc.
7. Support all other staff roles as a team member.

### Job Specifications:

1. Excellent written, oral, and listening communication skills.
2. Good computer skills including typing, using computer filing systems and peripherals, proficient in common business applications such as Microsoft Word and Excel, able to manage email and navigate web portals, etc.

3. Reliable bookkeeping skills especially related to accounts payable and receivable, coding invoices, checks, keeping records, supporting documents, etc.
4. Sufficient physical strength and agility to carry out essential duties.
5. Ability to maintain discretion and confidentiality.

**Education/Experience Requirements:**

1. High School Diploma/GED preferred
2. Minimum 2-years office management experience.
3. Minimum 2-years bookkeeping experience.

**Physical Working Conditions:**

This job is primarily an office / administrative position but will require the ability to stand, walk on uneven surfaces, sit, handle and feel objects, lift up to 25 lbs., bend, kneel, crouch, climb stairs, etc. as common to maintaining an office environment and might expected in a camp environment with extensive grounds, multiple buildings, and facilities. The employee may be exposed to weather conditions prevalent at the time to both access the office, travel from building to building or various areas of the camp. The noise level is usually minimal to moderate.

This description is a summary of the functions of this position. Other duties may be assigned as needed. Camp Soles reserves the right to review and adjust this job description as business needs dictate.

I have reviewed and understand this job description.

\_\_\_\_\_  
Candidate name

\_\_\_\_\_  
Candidate signature

\_\_\_\_\_  
Date

*Camp Soles is an equal opportunity employer and does not discriminate on the basis of race, color, religious creed, ancestry, age, sex, national origin, disability.*