Camp Fire Minnesota
Position Description

Job Title: Office Manager
Purpose: Provide excellent customer assistance
Reports to: Camp Director, Assistant Director
Classification: Exempt, seasonal

About Camp Fire Minnesota
With nature as our catalyst, we energize youth to discover their spark so their futures glow brighter.
Youth spend 90% of their time indoors. Camp Fire Minnesota addresses this challenge by delivering culturally relevant, nature-based programs at Tanadoona, Camp Bluewater, and throughout the community to over 6,500 youth from all backgrounds each year. We help youth “light their spark within” through summer camp, environmental education & STEM classes for schools, and community-based out-of-school time nature programs.

We are proud to offer inclusive and welcoming programs to youth in the community. To this end, 40% of Camp Fire youth participate at reduced or no cost. As a result of their Camp Fire experience, 92% of youth report valuing nature and stewarding the environment.

Our summer camps at Tanadoona in Chanhassen and Camp Bluewater in Grand Rapids offer youth and teens progressive, nature-based learning through day, specialty day, overnight, adventure and leadership development camps. Tanadoona is an ACA accredited camp.

About This Position
The Office Manager is responsible for providing quality customer service, relaying messages with staff (via radio, phone, and email), running the camp store, managing office supplies, mail and copier needs, and delivering excellent customer service.

Qualifications:
- Outstanding interpersonal skills.
  - Strong customer service background.
- Possess excellent communication and organizational skills
  - Able to present information concisely and effectively.
  - Comfort and confidence during phone communication.
  - Experience with sales, inventory, or money collection preferred.
- Strong computer skills,
  - Proficient in Microsoft Outlook, Word, and Excel
  - Database management or equivalent computer experience.
- Be able to multi-task and prioritize work.
- Must be flexible and handle pressure and time sensitive issues.
- Be able to work well with a team of others and work independently.
Responsibilities:
- Provide outstanding customer service to all camp guests and employees.
- Answer all incoming phone calls at the camp office and track in the Excel phone log.
- Ability to communicate program information to guest.
- Provide excellent email and phone etiquette.
- Keep the front desk area neat, orderly, and well stocked with necessary forms for staff use.
- Distribute incoming mail and small packages.
- Become familiar with copy machine to assist other staff when needed.
- Responsible for running camp store time and keeping track of all camp store transactions.
- Carry out all check-in and check-out procedures including taking payments.
- Assist with accounting and HR responsibilities as required.
- Ability to learn our online registration system and assist customers.
- Responsible for assisting with running reports and data entry.
- Become proficient with front desk emergency procedures.
- Communicate with Camp Fire MN staff as needed
- Other duties as assigned and deemed necessary.

Desired Availability:
- Available to attend General Staff Training from May 27 – June 4.
- Available to work flexible hours, ranging as early as 7:30 am and as late as 7:00 pm from June 5-Sept 3rd.
- Last day of work is Friday, September 3, 2020

Pay Range:
- $350 weekly stipend. May live off-site.

Application Process:
Submit an application online at www.tanadoona.org/work-at-camp

- Please direct questions to chloec@campfiremn.org (include the position title in the subject line)
- Fax: 952-378-1661
- Mail: Camp Fire Minnesota, Attn: Camp Staff, 4829 Minnetonka Boulevard, Suite 202, St. Louis Park, MN 55416

Camp Fire Minnesota is strongly committed to addressing environmental justice. We encourage candidates with diverse experiences and backgrounds, Black, Indigenous and people of color, LGBTQIA+ individuals, and unemployed persons to apply.