

Camp Rodef Shalom

OFFICE MANAGER



Location: Temple Rodef Shalom Falls Church, VA

Reports to: Camp Director

Background

Camp Rodef Shalom is a Jewish day camp in the heart of Falls Church, Virginia with over 50 years of history. With campers ranging in age from 4 to 15 years old, we offer a wide variety of activities and trips throughout the summer. Camp Rodef Shalom values inclusion and supports both campers and staff.

Position Summary:

Camp Rodef Shalom is seeking a detail oriented, organized office manager to join our staff this summer session! The office manager works closely with the assistant camp director to ensure the smooth running of camp behind the scenes. They will be our expert on parent communications, including answering camp phones, assisting with late arrivals, early pick ups and forgotten items. The office manager also plays a very important role during our afternoon carpool and managing attendance. The office manager should be self-motivated, passionate, articulate, and excited to ensure our campers have an amazing summer experience.

Qualifications:

- Must be age 18; High School Degree or equivalent required
- Effective communicator: good verbal and written communication skills, willing to learn and understand all aspects of Camp TRS, etc.
- Must be a team-player able to: multitask, manage time efficiently, effectively problem solve
- Knowledge of Microsoft applications such as Word, Excel, Google Suite such as Gmail and Drive applications and CSM programs is a plus

Essential Responsibilities:

- Greet campers, counselors, parents etc. and direct them to the appropriate person or place
- Answer and process incoming phone calls and emails directed to camp office
- Manage attendance, collect and input attendance daily
- Provide support to leadership team: assists with parent communications, collection of supplies, etc.
- Lead internal carpool procedures: work with counselors to transition campers at the appropriate time
- Maintain confidentiality of staff and camper information
- Assist with paperwork, filing, copying, and other office duties, as necessary
- Make sure general office area is cleaned and straightened daily