



Office Coordinator – Administrative Team

Minimum qualifications: At least 21 years of age, attention to detail and logistics, personal initiative, organized, clear, positive and honest communication skills, clean driving record, and ability to supervise.

- Pay & Hours: \$18/hour, 40 hours/week
- Possible housing
- Commitment: At Least 12 Weeks beginning June 5th, 2023 (ending Date – August 26, Time commitment may be extended on either end based upon availability)

Office Coordinator duties include (but not limited to):

- Answer phones, emails, and assist in communication and scheduling of CBC staff drivers for bus and van transportation services.
- Assist with transportation logistics for 300 campers/week; including preparing bus rosters with 50+ daily updates for camper attendance and bus changes.
- Assist in day-to-day logistics of summer camp office tasks in a fast-paced work environment.
- Respond to camper families, visitors, and all other staff with timely and professional feedback and communication.
- Assist in the planning and coordination of special events.
- Assist with coordination of projects and support to all senior leadership staff and summer camp counselors.
- Assist in other areas of camp operations including social media, spreadsheet development, van driving, and special marketing projects when needed.

Considerations: Applicants should realize that the job of office coordinating is challenging, demanding, and requires a great deal of patience and ability. All staff must adhere to the health and safety laws set forth by the State of Maine Dept of Human Services Youth Camps Division, and standards for accreditation with the American Camping Association.

Preferred qualifications: Office experience; Bachelor's Degree with camp experience preferred.

For questions and to submit an application visit us at: www.campbeechcliff.org

Matt Cornish, Camp Director: matt@campbeechcliff.org