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## JOB DESCRIPTION | Office Manager

### PURPOSE

The Office Manager works closely with the Columbus office to coordinate the logistics of camper and staff arrival, departure, and on-site needs, as well as communication with families and others outside the Camp Akita gates. The Office Manager supports the mission and goals of Camp Akita by striving to create an environment in which campers and staff are supported and prepared for a fun and reflective session, as well as a platform to share memories beyond their time at camp.

### RESPONSIBILITIES

Office Manager responsibilities should be performed in coordination with the Staff Director, who will provide guidance and direction.

#### During Staff Training

- **Overview the job.** Discuss the daily schedule and expectations of the Office Manager with the Staff Director as well as the Director of Akita Operations (Columbus office).
- **Listen and participate.** Actively participate in staff training sessions. Arrive on time, ask questions, and think about how you will use what you learn during your daily work during camp.
- **Build relationships.** Spend time getting to know fellow members of the Akita Staff.
- **Create your team.** Get to know the Director of Akita Operations (Columbus office), the Staff Director, and the Head Counselors. Explore your individual gifts and leadership styles and communicate about best ways to work together.
- **Plan for the summer.** Work with fellow staff members to create plans for smooth communication flow. Meet with the Director(s) who run Camp Akita's year-round social media accounts to coordinate, learn about, and take over camp's social media presence.
- **Columbus office training.** Work with the Director of Akita Operations (Columbus office) to learn how to use the camper database and prepare for check-in and return procedures.

#### During summer

- **Check-In.** May be required to assist with Check-In procedures in Columbus.
- **Phone calls.** Provide excellent customer service and courteously answer basic questions during pre-determined office hours. Forward issues to the Camp Director or other appropriate staff member as required. Enter notes into the camp database if needed.
- **Rosters and groups.** Assign counselors to cabins, Impact Groups, and meals off for each session. Create other lists and rosters as needed. Coordinate with the Head Counselors and Staff Director to post, change, or communicate the lists and assignments.
- **Liaison to the Columbus office.** Assist with camper check-in, organize supplies, and coordinate summer staff members at check-in. Communicate regularly with Director of Akita Operations (Columbus office).
- **Social media.** Post photos and updates from camp to the camp blog (accessible to camper families). Add content to Facebook and Instagram to connect with the wider community. Work with the Videographer for creative collaboration as needed.



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### RESPONSIBILITIES OF ALL LEADERSHIP TEAM MEMBERS

- **Participation.** Attend all full-camp activities and participate actively, modeling enthusiasm and love for the full-camp community.
- **Leadership Team Meetings.** Attend daily team meetings and share information that is important for the full group.
- **Counselor.** When needed, step in to serve as a Counselor in a cabin with enthusiasm and compassion.
- **Driver.** May be required to hold a valid driver's license, complete a vehicle operation observation administered by the Camp Director, and drive a camp-owned vehicle to transport staff and campers.

### RESPONSIBILITIES OF ALL STAFF MEMBERS

- **Behavior.** Act as a leader to the campers by modeling good behavior and leadership skills.
- **Be a teammate.** Be helpful to other staff members and act in ways that support the full-camp community.
- **Cabin care.** Maintain a clean and respectful living situation in your cabin.
- **Health & rest.** Keep track of your personal health, get enough sleep, and ask for help when you need it.

### PHYSICAL REQUIREMENTS

To physically perform this job, staff must be able to:

- Regularly spend long periods of time sitting on seats and on the ground, both indoors and outdoors.
- Regularly move from sitting to standing positions effortlessly.
- Regularly spend long periods of time standing and walking.
- Regularly walk and hike on uneven surfaces, up and down stairs, and up and down steep inclines.
- Regularly spend long periods of time outdoors in weather conditions including heat, sun, and rain.
- Regularly sleep in a shared open-air cabin.
- Regularly eat while sitting at a shared table or on the ground.
- Regularly use hands and fingers to handle, control, manipulate, carry, or feel objects.
- Regularly see details of objects that are less than a few feet away.
- Regularly read, write, interpret, and respond to words printed in English.
- Regularly speak, listen, interpret, and respond to words spoken in English.
- May occasionally ride in a vehicle, including a school bus, for up to 90 minutes at a time.
- Occasionally lift 25 pounds.