

Business Manager

ADMINISTRATIVE STAFF



JOB DESCRIPTION

The Business Manager manages the Camper Registration process and assists the Camp Director in other areas of camp.

REQUIREMENTS

The following are preferred or required:

- At least 18 years old
- Camp counselor experience preferred
- Office and administrative skills
- A Christian in agreement with the Camp's Statement of Faith.
- Ability to effectively communicate orally and in writing, as well as manual dexterity to utilize computer and other office equipment
- Accounting and business experience preferred

RESPONSIBILITIES

- Register campers for Tapawingo and obtain all required paperwork and money.
- Update and maintain camper files on CampBrain, Tapawingo's software system.
- Collect and keep on file all necessary camper and staff documents.
- Manage office, including maintaining and ordering supplies, keeping files updated, overseeing equipment repairs and maintenance, and performing any other office-related duty.
- Manage phones and coordinate communication between Tapawingo and camper families and Tapawingo and COTW.
- Prepare cabin assignments for all campers prior to their arrival.
- Assist in the documentation of required Audit and NYSDOH paperwork as it pertains to this position and as required by the Director of Tapawingo.
- A variety of other office, oversight, scheduling, and supervision duties.
- Attend a weekly administration meeting.