

# Business Manager

## Purpose:

To manage the Camper Registration process and assist Camp Director in any and all aspects of camp as needed.

## Responsible to:

Director/Assistant Director of Tapawingo

## Responsibilities:

1. Register campers for Tapawingo and obtain all required paperwork and monies for campers prior to their arrival.
2. Update and maintain camper files on CampBrain, Tapawingo's software system.
3. Collect and keep on file all documents required by the State of New York including individual signatures confirming that all staff (in staff training) and all campers (during their first 24 hours at camp) have been trained/oriented in what to do in the event of a lost camper situation, fire or lightning storm.
4. Manage office, including maintaining and ordering supplies, keeping files updated, overseeing equipment repairs and maintenance, and performing any other office-related duty.
5. Manage phones and coordinate communication between Tapawingo and camper families and Tapawingo and COTW.
6. Prepare cabin assignments for all campers prior to their arrival.
7. Manage and maintain camper account records.
8. Assist in the documentation of required Audit and NYSDOH paperwork as it pertains to this position and as required by the Director of Tapawingo.
9. Other duties include typing and mailing letters, responding to e-mails, delivering messages and/or packages to the post office or COTW, picking up shipments from the post office or COTW, managing phone use, overseeing various schedules and file maintenance, distributing mail to campers and staff, and assisting with campers while counselors are on their day off.
10. Attend a weekly administration meeting.

## Qualifications:

1. 18 years old or older.
2. Camp counselor experience preferred.
3. Office and administrative skills.
4. A Christian in agreement with the Camp's Statement of Faith.
5. Ability to effectively communicate orally and in writing, as well as manual dexterity to utilize computer and other office equipment.
6. Accounting and business experience preferred.

## **Physical Requirements:**

Please see Counselors' 'Physical Requirements.'