



Impact 2818
P.O. Box 16
North Webster, IN 46555
Apply online @ www.impact2818.com

Administrator

Purpose of this Position: To supervise and maintain all administrative aspects of camp.

Essential Functions & Responsibilities: Assist in set up of main office before camp; Complete administrative tracking forms and submit to Impact 2818 office weekly; Oversee guest services: greeting & assisting visitors & vendors, answering phones, maintaining camp email & snail mail; Perform necessary background checks for visitors & volunteers; Prepare & maintain record keeping systems for retail and check-ins; Maintain inventory of retail & administrative supplies, and order products when necessary.

Other Duties: Collect summer staff time logs; Monitor weather & submit reports; Conduct daily check of office & equipment for safety & cleanliness; Lead evening activities; Assist in Camper Check-In & Closing Celebration; Grounds Maintenance; Housekeeping; Dishwashing; Perform related duties as assigned.

Supervisory Responsibilities: This position may have volunteers working with them.

Knowledge & Skills: Excellent organizational and public relation skills; Knowledge of Microsoft Word, Excel and Outlook; Basic typing skills; Basic inventory skills; Ability to communicate with & train staff in administrative & retail procedures.

Fiscal Responsibility: This position may require purchasing or ordering supplies. All purchases made on behalf of the camp must follow appropriate steps set forth by Impact 2818.

Extent of Public Contact: Extensive contact with visitors, volunteers, parents and campers.

Working Conditions and Physical Demands: At any given time, this position may require you to run, sit, squat, bend or twist to perform duties; Perform simple and power grasping, pushing, pulling and fine manipulation; Lift or carry weight of 50 lbs or less; Walk for extended periods of time.

Wage & Benefits: Full lodging and meals; Pay Range Starting at \$275