



Job Posting for: Business Manager

Reports to: Camp Director

Status: Seasonal, Part-time, Exempt, April – September

Schedule: Flexible, 25 hours/week

Location: Minneapolis, MN

Position Summary:

The Business Manager performs duties that support business, record keeping and customer service within the camp. This position involves considerable independent work as well as being an effective member of a team.

Purpose and Core Values: The purpose of Camp Bovey is to provide fun and encouraging outdoor experiences that ignite curiosity, create connections, and grow confidence. Our core values are Caring, Sharing, Curiosity, and Connection.

Essential Job Functions:

1. Manage customer service.
 - Answer phones and e-mail communications related to camper registrations, parental and general camp operational questions.
 - Prepare registration packets as needed and mail them to families.
 - Track online registration and report regularly to the Camp Director.
 - Lead regular registration assistance workshops.
 - Collect camper payments or donations.
2. Manage camper drop-off at the start of each session.
 - Prepare paperwork, snacks, and medical supply transfer bins.
 - Coordinate all transportation and communicate effectively with the bus company regarding delays, hazards, weather, or other needs.
 - Manage collection of all camper forms, paperwork, or medication.
 - In coordination with the Program Director, prepare name tags for all campers.
 - Prepare all other drop-off day material such as sign-in sheets, signs, folders, or other storage bins.
 - Communicate with the Camp Director as needed.
3. Organize records of camper and staff information.
 - Collect and file human resource forms from camp staff.
 - Record, file, summarize and prepares reports related to camper registrations and transportation.
 - Prepare session information including camper and staff activity schedules and health screening forms.
 - Enter camper data each session using agency software.
 - Enter camper and parent surveys into database and report back to Camp Director.
4. Assist program and administrative staff in preparing for staff training, recruitment events, and activities.
 - Type and copy event rosters, program guides and instructions.
 - Assist with the preparation and printing as needed.
 - Assist with mailing as needed.

- Assist with attending recruitment fairs as needed.
5. Assist with other organization, record keeping, filing, or typing duties relevant to Camp Bovey as assigned.

Equipment Used:

Operate office equipment such as photocopier, fax machine, and calculator.

Operate personal computer to access e-mail, excel, database, and other basic office support software for data collection and registration.

Relationships:

The Business Administrator will work closely with the community, potential campers, staff, donors, and alumni by phone, email, social media, and face to face. The Business Administrator will also work very closely with the front desk staff at East Side Neighborhood Services, Human Resources, Media and Communications, and the Youth Department. The Business Administrator, Camp Director, and Program Director will work very closely pre-, during, and post-season for planning, recruitment, hiring, and reflection.

Qualifications:

- Ability to multitask effectively while maintaining excellent customer service.
- Self-motivation and ability to work well independently.
- Excellent time management and organization skills.
- Ability and desire to problem-solve.
- Ability to work well with others, communicate clearly with written and verbal language, and share resources.
- Knowledge of internet use and social media sites such as Facebook.
- Knowledge of and experience in business office equipment use, record keeping, phone protocols.
- Understanding of the camp experience and knowledge of camp operations.
- Experience in an office setting preferred.
- Experience with Camp Bovey preferred.
- Fluent reading and speaking in Spanish, Somali, Oromo, or Hmong are preferred and come with pay rate differential.

Compensation: \$17-\$19/hr. Children 7+ may attend camp free.

Application deadline: February 1, 2019

Apply directly online: <https://goo.gl/forms/xvi2she72za40BW33>

Resume and cover letter should be submitted along with the application using the above link.

If you are unable to attach your either of those documents within the application, you may send them to East Side Neighborhood Services, 1700 Second Street NE, Minneapolis, MN 55413 or by email to campboveyHR@gmail.com ; or visit our website at www.esns.org

AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

East Side Neighborhood Services is an Affirmative Action and Equal Opportunity Employer/Service Provider. All employees must be able to work across ethnic/racial/economic lines for effective communication, respecting and valuing the differences and strengths of each person.