



Executive Office Manager

The Executive Office Manager will support the daily operations at the Executive Office of Camp Live Oak, an educational summer camp located in Broward. The Executive Office is in Ft. Lauderdale, FL. **This is a seasonal position that will end of August.**

ABOUT CAMP LIVE OAK:

Camp Live Oak, the *only* ACA accredited camp in Broward County, has been offering award-winning, educational outdoor programs for over 20 years in two local state parks. Children ages 5-13 experience a traditional day camp with exciting activities including archery, canoeing, swimming, surfing, non-competitive sports, paddle boarding, hiking, fishing, arts and crafts, field games, hands-on science, photography, teambuilding, ranger-led programs, expert guest speakers, animal interaction, habitat preservation, beach exploration, field trips, sleepovers *and more!* In addition to meeting the ideal adult/camper ratio required for American Camp Association accreditation, our staff is comprised of highly qualified certified teachers, specialists, scientists, state guides, ecologists, environmentalists, and water safety instructors. We also adhere to over 300 ACA health, safety and program standards. We have two beautiful camp locations: Birch State Park, 3109 E. Sunrise Blvd., Ft. Lauderdale, FL 33304 and Oleta River State Park, 3400 NE 163rd Street, N, Miami Beach, FL 33160.

Duties will include, but are not limited to:

- **Human Resources:** Managing paperwork and files for 30 seasonal staff members; managing an online payroll system and helping to file proper HR paperwork; assisting with the recruiting, hiring, and interviewing of staff; managing schedules, etc.
- **Correspondence:** Communicating with camp parents and general public via phone, email, letters, etc.
- **Office Management:** Ordering and managing inventory of supplies, scheduling maintenance or services at the office, general organization, etc.
- **Event Planning:** Assisting in the planning of staff trainings, including food & beverage purchasing, scheduling, managing responses, keeping accurate records, etc.
- **Registrar/Accounting/Bookkeeping:** Responsible for registering camp families for camp sessions. Must be able to learn camp management software (Camp Brain) quickly and can calculate basic discount information. Will need to keep track of payments and account balances, camp registration changes, and problem solve small issues. Must have **EXCELLENT** written and verbal communication skills as you will be the main point of contact for parents.
- **General Office:** Answering phones, assisting the admissions, and marketing manager in general email inquiries from individuals. Copying, collating, faxing, filing, and mailing

Qualifications

- Must have a strong command of the English language. Spanish speaker (including reading and writing) a plus!.
- It is essential that the Administrative Assistant can multitask and prioritize important tasks. Summer camp is a fun, but busy business!
- A thorough proficiency in Microsoft Word, Excel, Quickbooks, and Outlook as well as general internet knowledge is REQUIRED. Experience with Publisher, PowerPoint and/or management software is a plus. Since we use a computer database to manage our files, the Administrative Assistant needs to have excellent overall computer skills. Familiarity with sites such as Constant Contact, Facebook, Instagram, etc. is a plus.
- The Administrative Assistant must have a professional and enthusiastic demeanor as he/she will be communicating regularly with our camp families. We are a fun and passionate office and are looking for an additional enthusiastic team member!
- The ideal candidate will be detail oriented and well organized as many of the tasks have numerous details. Excellent communication skills (writing, editing, etc.) are required.
- Enthusiasm for the environment is a plus, as is a background in camp programs or education.
- Must have at least 3 years' experience working as an Administrative Assistant.

Hours: Position to begin immediately. Monday – Friday, 9:00- 5:00 pm. Flexibility a MUST between June – August as our summer camp program may occasionally require additional evening and weekend hours.

Pay Rate: \$18.00 - \$20.00 per hour; depending on experience

Please submit resume to info@campliveoakfl.com , Subject line: Administrative Position.