

Marimeta

summer camp for girls | eagle river, wisconsin

Office Manager

Camp Marimeta is more than a camp, it's a feeling!

Some may call it spirit, passion or even belonging; at Marimeta we believe this is what sets us apart from the rest. Since 1947, Camp Marimeta for Girls has been providing exceptional traditional overnight camping for young ladies. Marimeta strives to create a supportive and nurturing community of girls to help them grow into independent, confident and capable women so they can become leaders to go out into the world and help create strong communities. At Marimeta, girls can disconnect from technology and connect with their peers. We teach girls to communicate with each other, be empowered, take responsibility for their actions, grow from mistakes, become self-sufficient, and learn to problem solve. It is equally important at Marimeta to be silly, get creative, be ourselves and have carefree fun in such a special environment!

The Role In A Nutshell

We're looking for an Office Manager to, well, manage the office! The Office Manager will help out administratively throughout the summer and ensure that the office, and the team that works there runs smoothly. This role starts June 3 and runs through August 11 at our all girls residential summer camp in Eagle River, Wisconsin. We are able to offer internship credit for this position.

RESPONSIBLE TO: Directors

RESPONSIBILITIES: A Typical Day In The Office

- Answer phone calls from parents, vendors, etc and address questions, take a message or relay to the appropriate person.
- Respond to parent emails in a timely fashion.
- Sort mail and deliver packages.
- Collect and process camper and staff forms including searching for missing information and tracking down the person who needs to correct it.
- Utilize our camp databases - including Campsite - to ensure accurate bookkeeping.
- Support the staff, leadership team and directors with ad hoc tasks including materials preparation.
- Monitor activity keys to keep track of who signs them in and out, and to ensure they are returned in a timely fashion.
- Help filter camper requests as they come into the office; provide comfort to a homesick camper who walks into the Lodge (name of our office!) looking for a trustworthy adult.
- Make announcements over the PA system (ex: the beginning or end of an activity, a camper that is being called to the Lodge or to their activity).
- Keep track of office and canteen inventory and place orders when it needs to be replenished

- Help with “town runs.” These are trips into town for supplies for the office or kitchen that are needed throughout the summer.
- Assist with other tasks as needed.

QUALIFICATIONS: This Job Might Be For You If:

- ***You are a problem solver.*** Even with training and a guide, a lot of questions can be unique. If you are someone who is good at figuring out where things are, or what the answer is independently, you will perform well in this role.
- ***You love working with people.*** You’ll often be the first point of contact for everyone -- campers, parents and/or staff -- at camp. Are you super friendly and love helping out? Perfect!
- ***You’re super organized.*** Have a color coded system for file folders? Like keeping your highlighters arranged a certain way? We’re looking for someone to make our office a well-oiled machine. Lots of different forms and requests will come in throughout the day, so being able to go back and forth with tasks will be very helpful.
- ***You’re a good communicator.*** So much information flows through the office that sometimes it will feel like a real life version of the game “Telephone”. Making sure the information gets to the right person in a timely fashion is crucial.
- ***You have great attention to detail.*** You’re dealing with a lot of time sensitive (and oftentimes personal) information, so we need someone who won’t let anything slip.
- ***You’re quick on your feet.*** Things move a mile a minute at camp. When a problem arises, you’ll need to be cool under pressure and spring into action with others to help solve it safely and efficiently.
- ***You’re a team player.*** Our office is run by a small but mighty team, so you won’t have to do it all alone, this also means helping others out when they need extra support too!

Perks Of The Job

- A competitive salary
- Room and board for the entire summer
- Travel expense reimbursement
- A beautiful camp surrounded by a stunning waterfront
- New friendships and memories that will last a lifetime
- All the s’mores you can imagine

Essential Functions Needed For This Role

- Ability to lift 50 pounds
- Ability to be on your feet for extended periods of time