



Beaver Summer Programs, a fun and dynamic day camp on the campus of Beaver Country Day School in Chestnut Hill, MA serving over 1200 boys and girls each summer, seeks an enthusiastic, self-motivated and talented individual to join its year round management team. More information can be found online at www.bcdcamp.org

Summer Programs Office Manager

The general responsibility of this position is to:

Provide general clerical and administrative assistance to ensure smooth, friendly, and efficient functioning of the summer programs office.

Specific responsibilities include but are not limited to:

- Respond to all parent inquiries (by phone, email, or in person) with patience and accuracy regarding session dates, policies, accounts receivable and payable, tours, and open houses
- Manage camper registration process
- Administer all aspects of Family Swim Club registration including billing, swim lessons and parties
- Oversee all outgoing camper family correspondence
- Coordinate the accurate and regular flow of financial information to the Business Office
- Maintain open and positive lines of communication with other school administrators and staff
- Maintain a neat and orderly office appearance and accurate records
- Maintain office supply inventory
- Supervise summer Office Assistant
- Other duties as assigned by the Director or Assistant Director

Qualities and skills that are desired include:

- Ability to communicate effectively with all camp constituencies
- Familiarity and skill with computers, databases, data entry and the internet
- Prior experience in service industry; familiarity with camp/school environment
- Ability to organize, prioritize, and multi-task
- Experience and/or education in general accounting procedures
- Desire and ability to work with children and adults in a busy camp setting
- Ability to accept guidance and supervision, yet be independent, take initiative and demonstrate follow-through
- Good character, integrity, adaptability and resourcefulness
- Enthusiasm, patience, self-control and sense of humor

Compensation and benefits include:

- Salary and benefits
- Six weeks annual vacation
- Camp tuition remission for children
- Family Swim Club membership

To apply, please email a cover letter expressing your interest in the position, along with a resume to:

Nat Saltonstall, Director
camp@bcdschool.org

No telephone inquiries please.