

### **Summer Camp Office Administrator**

**Duties:** Respond to or distribute incoming phone calls and emails to appropriate camp staff. Monitor and communicate via radio to main office and other camps. Utilize the camp database and create reports. Create, process, and send camp announcements, newsletters, and follow-up communications. Submit work orders for facility usage and transportation. Provide prompt responses to program inquiries and establish efficient working relationships with Cranbrook personnel and program participants. Interact with families and campers in a positive, nurturing and enriching manner.

**Qualifications:** High school diploma; advanced skills in Outlook, Excel, Word, and modern databases; excellent interpersonal skills; ability to relate with campers, staff, and parents. **Preferred:** camp employment experience. **Timeframe:** June 17 to August 15; Weekdays only except first and last. Must be able to work the entire length of camp. **Wage:** \$11.00 per hour. **Benefits:** Lunch provided; discounts for children/grandchildren; annual wage increases.

**To Apply:** <https://cranbrook.campintouch.com/ui/forms/application/staff/App>