

**Neil Klatskin Summer Camps  
Summer 2024**



**TITLE: Camp Office Manager**  
**REPORT TO: Camp Director**

Neil Klatskin Summer Camps in Tenafly, New Jersey is looking for an Office Manager for our day camp program.

**SCHEDULE:**

- 5 hours per week in May
- 10 hours per week in June
- Attend staff training in June
- Family Meet & Greet on Sunday, June 23rd
- Monday-Friday, June 24<sup>th</sup>-August 16<sup>th</sup>, 8:00am-5:15pm

**RESPONSIBILITIES:**

- Oversee day-to-day office operations including managing incoming calls, emails, and inquiries.
- Maintain accurate records, files, and databases related to camp registrations and camper information.
- Prepare and distribute camp materials including schedules, attendance, and forms.
- Provide excellent customer service and address inquiries and concerns in a timely manner.
- Assist families with registration process including processing payments, completing camper forms, and providing information regarding camp programs and policies.
- Coordinate late arrivals and early dismissals.
- Provide Administrative Support to the Camp Leadership Team.
- Evaluate season and share suggestions for the following season.

Other Duties as assigned.

**REQUIREMENTS:**

- Bachelor's degree or equivalent experience working in customer service and office management.
- Previous camp experience.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills.

Salary Range \$7,500-\$8,500. Salary commensurate with experience.

Please send resumes to: Melissa Peters, Director, Camp & Youth Engagement, [Mpeters@jccotp.org](mailto:Mpeters@jccotp.org)

EOE

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