

Administrative Supervisor  
Camp Mercer

Full-time  
Seasonal

### Summary

Camp Mercer's Administrative supervisor utilizes a trauma informed care approach to walk alongside campers and staff. They have an understanding of barriers faced by homeless children and want to dedicate their summer to help campers work through them. They serve as a role model, an advisor, a confidant, and a supervisor to the campers and staff. The administrative supervisor works closely with the Director and other camp supervisors to ensure all administrative duties are completed correctly and on time. They are able to stay calm during stressful situations and stay on top of tasks in a fast paced environment. The administrative supervisor partners with other supervisors in creating a safe, fun and educational experience and active devotion to the well-being and happiness of each camper. They also use common sense and good judgment to significantly impact camper and staff experience.

### Job Essential Functions:

- Attend/lead pre-camp orientation and all staff meetings
- Active participant in the creation and planning of camp schedule
- Create weekly camp connection newsletter
- Maintain and organize camper files
- Ensuring camp photos and videos are taken and for the creation of marketing material for future camp seasons
- Ongoing communication with community partners to secure food for whole summer and to fill campers schedule with relevant programming
- Answer phone calls
- Oversee payments
- Create all in house forms and staff binders
- Ensuring camp policy and procedures are followed by staff
- Lead staff with actions and words to ensure camp goals are met
- Ongoing communication with all staff
- Delegate tasks to staff and administrative interns as needed
- Enforce and follow all safety guidelines
- Know, understand and follow emergency summer camp procedures
- Other duties as assigned

### Competencies:

- Patience
- Compassionate

- Camper focused
- Detailed oriented
- Organizational and Planning
- Leadership
- Problem Solving
- Communication Skills

Requirements:

- At least 21 years of age
- Previous administrative experience preferred
- Compassion for vulnerable families

Physical Demands and Work Environment

- Ability to lift up to 25 lbs.
- Ability to sit/stand at computer for long periods of time
- Exposed to weather conditions prevalent at the time
- Exposed to outdoors, trees, grass, dust and dirt

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