

Operations Coordinator

TEAM: OPERATIONS

REPORTS TO: ZEPHYR POINT PROGRAM MANAGER



Position Description:

The Operations Coordinator works closely with the Summer Coordinators and the year-round Program office staff to ensure smooth operations for all summer programs. The Operations Coordinator is primarily responsible for oversight of the Operations Team, who collectively oversee office administration, crafts, camp recreation, and music. The Operations Coordinator is expected to have a comprehensive understanding of all camp and adult program operations. Additionally, the Operations Coordinator is responsible for media management and content creation for the summer season.

Job Duties:

Responsibilities

- Works alongside the Summer Coordinators and program staff to oversee and support the overall operations of summer programs
- Oversees and supports the members of the Operations Team by offering weekly check-ins and managing employee schedules across multiple programs
- Work closely with other Summer Coordinators to help fill gaps and needed areas of support across all programs
- Assist in managing and maintaining waitlists and registrations.
- Assist with administrative tasks in the office including but not limited to; emails, phone calls, pulling reports and checking for med forms.
- Exercise sound judgment and decision-making and assess and mitigate hazards.
- Rotate with check-in, check-out, transportation, and lunch breaks for day camp programs.
- Effectively build rapport with campers, counselors, and Zephyr Point staff.
- Role-model inclusive behavior and facilitate a positive group culture.
- Maintain high energy, positive outlook, and focus on the varied operational tasks required and assigned throughout summer.
- Participation in intentional community through Zephyr Point Summer Staff
- Other duties may be assigned.*

Qualifications:

Required Qualifications

- A minimum of one year out of High School by June 2024
- Ability to pass a criminal background check.
- Proficient skills in Microsoft, registration software, excel and office phones
- Strong decision-making skills, ability to work without direct supervision and adaptable to changing, dynamic environments.
- Ability to lead peers
- Professionalism in attitude and appearance
- Professional communication skills
- Guest service experience
- Ability to manage self-care and energy throughout a busy and intense summer
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Required Certifications – Must be obtained by the first day of camp

Certifications must be valid through employment end date.

- CPR certification
- Children’s and adult first aid
- Youth Mental Health First Aid certification (free online training available)

Preferred Qualifications

- College degree or coursework in business, communication, office management etc.
- Proficiency in Spanish
- Previous experience working in an office setting
- Experience leading peers

Required Physical Demands

- Ability to sit at a desk close to 8 hours a day.
- Ability to walk up and down a minimum of 20 flights of stairs a day with campers
- Ability to be moving and standing for long period of time
- Ability to carry up to 25lbs.

Work Schedule:

The Operations Coordinator position begins June 3rd, 2024 and terminate on August 11th, 2024. Most workdays will be Monday-Friday 8:30-4:30. The Operations Coordinator is expected to maintain a flexible and changing schedule throughout the summer that is dependent on the programs scheduled for each week. Work hours may vary based on administrative tasks. Work on the weekends may be required.

Compensation and Benefits:

- Compensation: \$4,250 total for the summer
- Housing in Lakeview Lodge (June 3rd – August 12th)
- Meals provided Monday-Friday through term of employment
- Travel and certification stipends are available

*The statements herein are intended to describe the general nature and level of the position, but are not necessarily a complete list of responsibilities, duties and skills required of employee(s) so classified. As such, responsibilities, duties, and required skills may be changed, expanded, reduced, or deleted to meet the business needs of Zephyr Point Presbyterian Conference Center. Zephyr Point Presbyterian Conference Center abides by employment at-will, which permits the Company to change the terms and conditions of employment with or without notice, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work. Neither this job description nor any other written or verbal communications are intended to create a contract of employment or a promise of long-term employment. Employment-at-will may be terminated with or without cause and with or without notice at any time by the Employee or by Zephyr Point Presbyterian Conference Center.

I have read, understand, and accept this job description as defined above.

Employee Name

Employee Signature