

OFFICE MANAGER



General: To effectively and efficiently provide service for Camp Frontier guests while also providing excellent customer service for adult leaders and Scouts.

Responsible to: Business Manager

Specifics:

1. Keep the Camp Office clean at all times.
2. Assist the Business Manager in computer processing and paperwork.
3. Keep the Loftus Headquarters and restrooms clean at all times.
4. Answer the telephone and deliver messages.
6. Any additional duty assigned by the Camp Director