



דרוש/ה

Boys Office Coordinator

The Office Coordinator manages administrative operations and communications, ensuring the camp runs efficiently and that staff, campers, and families stay informed. This role works closely with the Leadership Team, Assistant Head Counselor, and Logistics Director.

Pre-Camp Responsibilities

- Coordinate the camp's mail and email systems.
- Send pre-camp communications to staff and families.
- Establish office protocols and procedures for smooth operations.
- Create the daily schedule

In-Camp Responsibilities

- Oversee the processing of incoming mail and emails, including printing and distribution.
- Serve as the first point of contact for guests visiting camp.
- Communicate with campers' families as needed and relay messages to staff and campers.
- Collaborate with the Assistant Head Counselor on scheduling details and daily activities.
- Make real-time changes to the schedule as needed during camp sessions.
- Coordinate with the Logistics Director and on-site team to ensure smooth operations across campuses.
- Laundry Oversight

If you are interested in this position [CLICK HERE](#) to apply and send your resume.