

## **Green River Preserve Administrative Director**

**Summary Description:** The Administrative Director plays an integral part in supporting Summer Camp, Expeditions, and School Programs to provide exceptional programming for all Green River Preserve participants. This position manages the camp enrollment process, registration, and pursuing potential camper leads, responsible for communications, databases, coordinating travel, and year-round recruitment. The Administrative Director leads marketing efforts and planning special events. They will also support the Executive Director with daily operations and programs development as needed. In-person work prioritized, with opportunities for hybrid work during non-programming season (October - April).

### **Program Responsibilities**

- Serve as the camp registrar and parent communications lead for all programs, which includes:
  - Managing Camper & group applications, enrollment, forms, and email alerts through CampMinder and Gazebo
  - Addressing parent questions and concerns
  - Serving as the contact person for partnership organizations
    - Coordinate enrollments
    - Maintain positive relationships
  - Coordinating camper mail, parent letters, camper postcards, birthday cards.
  - Pre-season forms and documents for in-processing/out-processing required from program participants.
  - Parent emails and phone calls, and all communications between program staff, campers, and camp families
  - Administering and processing program staff & camper end-of-session paperwork for trend analysis and identify opportunities for growth
  - Maintaining Campminder camper notes and updates
- Serve as the main contact and director for Leads and camp inquiries
  - Making phone calls, sending emails, and organizing touch points with parents
  - Writing detailed notes in leads database and CampMinder
- Coordinate cabin assignments and organize logistics for opening and closing days
- Manage camper retention gift program
- Manage scholarships and camper retention budgets
- Edit the GRP Parent Handbook for most up-to-date information and ensure ACA compliance.

### **Office Manager**

- Manage and coordinate office supplies and systems
- Manage camp computers & devices: numbers, services, passwords, coordinate tech support
- Manage office mail, incoming and outgoing
- Assist in processing credit card receipts under the direction of the Resources Director
- Maintain appearance of Camp Office building, including porches

### **Camp Store**

- Work with administrative team to evaluate existing merchandise and developing new offerings

- Manage store operations: inventory, process, training, and online sales and shipping

### **Special Events**

- Coordinate and promote special events such as Family Camp, Spring Picnic, Adult Weekend, and Farm Feast
  - Coordinating volunteers
  - Collaborating with Programs staff to create schedule/itinerary
  - Collaborating with partner organizations
- Organize fundraisers to accompany special events
  - Coordinating and sourcing donations for silent auctions

### **Marketing and Development Responsibilities**

- Creating informational materials for print & other media content to highlight and educate about GRP programs and encourage donations
- Oversee Marketing Committee with content editing and manage all social media, the GRP websites, and written communications
- Coordinate and attend GRP's Home Show recruiting efforts (Roadshow)
- Conduct Camp Tours with prospective families
- Serve as a lead blog writer
- Coordinate the GRP newsletter (Fall and Spring) and Annual Report
- Research and develop ways to increase donations and lead fundraising efforts
- Maintain master mailing lists for newsletters, alumni, and annual fund
- Responsible for collaborating and facilitating the annual fund mailings

### **Other Duties**

- Make decisions consistent with the mission of Green River Preserve
- Represent GRP positively to stakeholders\*
- Build community morale
- Energetically assist with keeping camp clean, neat, and organized
- Be a team player
- Participate in staff and community meetings
- Communicate in a timely and professional manner
- Meet deadlines
- Adapt to a seasonal and changing workplace
- Other duties as assigned

### ***\*Green River Preserve's Stakeholders***

1. Families
2. Staff and Board
3. Returning Seasonal Staff
4. Past Staff
5. Alumni
6. Supporters
7. Camp community
8. Green River Valley community
9. Other community members
10. Anyone who believes in Green River Preserve's mission

## **Essential Functions**

- Read written documentation both on paper and on screen
- Actively listen to and comprehend oral communication
- Effectively communicate, verbal and written
- Work several days in a row, sometimes with little rest
- Work with and have patience for children for up to 24 hours a day
- Be comfortable and work effectively in an outdoor or natural setting
- Walk up to five miles each day
- Lift and carry up to fifty (50) pounds
- Make sound decisions in high-stress situations
- Function and thrive in a community with very little personal space
- Respect and obey authority
- Live and work with other people up to twenty-four (24) hours a day
- Utilize discretion when faced with sensitive issues and maintain confidentiality
- Work with in a team and apply appropriate interactive behaviors
- Maintain personal hygiene and health (bathe, eat, use the restroom) without assistance from others
- Be on call for 24 hour+ periods (only as needed)

## **Skills and Certifications (current or willing to obtain)**

- Proficient in computer technologies, including Google Workspace and CampMinder
- CDL certification valuable (not required)
- CPR and AED Certification; Red Cross Trainer valuable (not required)
- Lifeguard Certification; Lifeguard Instructor valuable (not required)
- Wilderness First Aid; Wilderness First Responder valuable (not required)
- Other certifications benefitting operation and training at GRP

## **Requirements**

- Successful completion of a comprehensive background check.
- Ability to meet and adhere to driving requirements as necessary for the role
- Minimum of 5 years of relevant experience in youth programs
- Bachelor's degree or equivalent qualification
- Required be on property 9am - 5pm during programming
- Capability to be on call for 24 hour+ periods

## **Benefits**

- Salary: \$43,000 – \$48,000 DOE
- Semi-private housing provided on camp premises for the convenience of the employer
- 15 days of pre-approved non-accruing paid time off during the off-season
- 10 days of sick leave
- 22 days of holiday leave following GRP's holiday schedule
- Full Health and Dental Insurance
- Retirement contribution
- GRP tuition remission for dependents
- Camp store credit
- Flexible work environment during off-season
- Meals & laundry services available during summer season
- American Camp Association membership
- Professional development opportunities and support

**HOW TO APPLY:**

Please send resume, cover letter and 3 references to [alexandria@greenriverpreserve.org](mailto:alexandria@greenriverpreserve.org)