



WE'RE HIRING

Operations Manager

Job Title: Operations Manager
Classification: Full-time, salaried
Reports to: Executive Director

The Camp Daggett Mission: Since 1925, Camp Daggett has cherished the tradition of providing quality character-building experiences through educational and recreational programs in a safe, fun environment. We serve all ages, with an emphasis on youth.

Position Overview: The Operations Manager works with the Executive Director and staff to ensure the office operations function smoothly. This position is the “administrative glue” that supports and holds together the various program functions of Camp Daggett.

This position also works with the program team to manage operational and legal compliance with summer camp registration and waiting lists, camper scholarships, communication with camper families, etc.

Additionally, the Operations Manager is responsible for accounts payable and accounts receivable via QuickBooks Online. This position works closely with the Executive Director to improve and implement policies and procedures for staff.

Essential Job Functions:

- Manages day-to-day office operations
- Maintains general Camp Daggett filing system
- Enters invoices & other inputs into Quick Books so that our accounting firm can create finance statements
- Maintain current clients & expand year-round programs to include new youth and adult groups
- Review expense reports, reconciliation of charge cards, etc.
- Make banking deposits
- Understand & manage camp phone system, computer server, & other equipment
- Assist Directors in preparing & sending invoices to groups participating in programs



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- Assist Development Director with various programs related to donors
- Manage year-round calendar of events and staff “shared calendar” system
- Provide admin support to the Executive Director
- Ensure office coverage & supply purchasing, especially in summer months
- Assist with summer camper check-in days (Sundays from June~August)
- Responsible for the purchases, sales, & general operation of the camp store
- Other duties as necessary as part of the team to fulfill the Camp Daggett mission

Requirements:

- Bachelor's degree preferred
- Office administrative experience including software programs such as Microsoft Office Suite, QuickBooks, etc.
- Education/training/experience in areas such as event planning, communications, bookkeeping/accounting, & working as part of a team
- Willingness & ability to learn new skills & grow professionally

To apply, email your cover letter, resume, and salary expectations to Liz McKenney, Executive Director, at liz.mckenney@campdaggett.org.