

FIVER CHILDREN'S FOUNDATION

519 8th Avenue
24th Floor
New York, NY 10018
T 212.971.9562
F 212.971.9564
www.fiver.org



Organization: Fiver Children's Foundation- Camp Fiver

Location: Poolville, NY

Position: Office Manager

Dates of Position: June 10, 2024-August 23, 2024

Salary: \$325/week plus housing, meals & partial travel reimbursement dependent on distance

"Just because you have a campsite, counselors and campers doesn't mean that you have a camp. A true camp is one in which everyone can work together to help one another achieve their personal goals. Camp Fiver is not only a true camp; it is also a family."

~Written by a 5th year Fiver camper

About the Fiver Children's Foundation

Fiver is not a typical after school program or summer camp. We take a slow and steady approach, over ten years, to building relationships and developing social, emotional and life skills that lead to positive decision-making and outcomes for youth. We are committed to ensuring that all Fiver spaces, communications and interactions are: Inclusive, Warm, Youth-Centered, Honest, and Intentional. Through our one-of-a-kind ten-year commitment, Fiver provides experiences that challenge and builds relationships that nurture so that youth from marginalized communities in New York can create their own positive futures.

Job Description

The Office Manager will responsible for the day-to-day running of the Camp Fiver office during the summer. They will report to the Operations Director at Camp Fiver.

Tasks will include:

- Developing and maintaining system to track expenditures in real time
- Support Senior Operations Manager with collecting payroll documents and processing payroll as needed
- Correspondence with Fiver families and with the NYC office
- Ordering supplies
- Tending to phones, faxes and emails
- Supervising and supporting SERVE participants assigned to work in the office
- Creating and maintain an effective organizational system for the office.
- Maintain, update and track all USDA documents as requested (Meal counts, USDA forms, etc.)
- Develop and maintain system for camp car check-in and check-out
- Coordinate staff and camper pick-ups and travel as needed
- Develop and oversee a system for Fiver's technology
- Assist with thank you letters for Fiver funders (SCOPE, Donors, etc.)
- Ensure that all staff traveling on trips have the appropriate documentation needed for each trip (health forms, releases, etc.)
- Assist Senior Operations Manager with USDA and SCOPE funding documentation collection
- Data management (physical & digital files)

The Office Manager must have previous experience in office management and must be a personable, organized team player with the ability to multi-task and work independently. The Office Manager must be willing to live on Camp Fiver property and work in a high-paced environment.

Fiver offers a \$100 referral bonus in first paycheck for every counselor/staff member that you refer, is hired, & arrives at camp for staff training.

Qualifications

- At least 19 years old by June 2024
- Bilingual Spanish/English preferred
- Knowledge of and experience using excel and Microsoft word
- Knowledge of and experience using basic office equipment (fax, copier, scanner, etc.)

To Apply:

Please email resume to careers@fiver.org labeled "Office Manager 2024- First & Last Name" in the subject line!

The Fiver Children's Foundation believes that historically marginalized communities must be centered in the work that we do, and are actively taking steps to make sure our processes and practices promote equity for all, including people of color, people from working-class backgrounds, women, and members of the LGBTQ+ community. We encourage applications from people with these identities or members of other marginalized groups.