

# CAMP STELLA MARIS JOB DESCRIPTION (Updated 1/2026)

**POSITION:** Part Time Receptionist

Salary Range: \$17.00-\$19.00/hour

Schedule: 27.5 hours per week, non-exempt

Reports to Business Manager



## **DESCRIPTION:**

Provide exceptional customer service in all aspects of the organization following the philosophy and mission of Camp Stella Maris. This position serves as the main administrative support for the management staff and general support to the year-round staff. This is accomplished through a wide range of administrative functions.

## **RESPONSIBILITIES:**

1. Communication and customer service:
  - a. Greet customers in the office
  - b. Answer phone, distribute calls to appropriate individuals or departments
  - c. Respond to general email inquiries, forward emails to appropriate individuals or departments
  - d. Process incoming and outgoing mail and packages
  - e. Register campers using CampMinder (CRM database)
  - f. Take minutes during staff meetings
2. Donor relations:
  - a. Manage and update donor records in CampMinder
  - b. Record receipt of monetary and non-monetary gifts
  - c. Work with Business Manager to categorize donations appropriately
  - d. Prepare pledge reminders and acknowledgments
  - e. Prepare tax receipts and thank you letters for donations
3. Financial:
  - a. Process bank deposits that include checks and/or cash
  - b. Verify and deposit camp store income
  - c. Work with Business Manager to reconcile donations, payments and deposits as needed
4. Marketing and Development:
  - a. Assist in mailing appeals, registration materials, and event invitations
  - b. Attend fundraising events (2-3 throughout the year)
  - c. Work with the Director of Marketing and Communications to create and update mailing lists
  - d. Mail out birthday/event cards as needed
5. Office Management:
  - a. Maintain office supply inventory
  - b. Monitor postage meter. Reorder supplies and fund meter as needed
  - c. Keep lobby and common areas tidy and organized

6. Summer Assignments:
  - a. Review and process health forms in CampMinder
  - b. Pick up mail, print and distribute parent emails and snail mail to campers
  - c. Organize lost and found, extra clothes bins for campers, and respond to inquiries about lost items
  - d. Attend Open House (Sunday in early June)
  - e. Attend Staff Appreciation Dinner (Weeknight evening in late June)
  - f. Work with year-round staff and seasonal leadership staff to provide administrative assistance as needed
  - g. Assist Health Center staff with medication drop off materials and procedures
  - h. Print cards with camp maps and camp store information
7. United Way Day of Caring:
  - a. Organize, schedule and facilitate the annual Day of Caring
  - b. Work with maintenance and year-round staff to determine projects for volunteers
  - c. Order food and other necessary items for staff and volunteers
8. Board of Directors:
  - a. Reserve locations for scheduled bi-monthly meetings
  - b. Attend meetings and take minutes if the Business Manager is unable to
9. Assist year-round staff:
  - a. Maintain regular communication with the Executive Director on outstanding and urgent issues
  - b. Assist Business Manager with accounting responsibilities and special projects as assigned
  - c. Coordinate with the Registrar for processing of camper health forms and registrations
10. Other duties as directed
- 11. Must adhere to all applicable federal and state laws and regulations including, but not limited to, those governing confidentiality, privacy, program, billing, and documentation standards**

#### **QUALIFICATIONS:**

Associates Degree OR a minimum of 3 years of office experience  
Excellent written and verbal communication skills  
Customer service experience highly preferred  
Experience with database management and cash handling highly preferred  
Passionate, versatile, energetic, creative, and enthusiastic about camps and youth programming  
Ability to relate well with children, staff, and parents  
Ability to perform under stressful or time sensitive situations  
Must have reliable transportation and possess a valid NYS driver's license