



## Mountain Kids! Office Manager

### General Office

- General office administration - organizing, filing, payments, etc.
- Organizing receipts for accountant, ensure hours are submitted for payroll
- Other office work as it comes up

### Registration

- Manage Active Enrollment System, including scholarships, payment plans, payment due email, Pre-Camp email, Post Camp Evaluations, changes, cancellations, refunds, etc.
- Print Check-in Reports/ Emergency contact form for programs
- Collect unpaid invoices
- Communicate with Katie regarding questions about enrollments
- Communication with families via email and phone – (once comfortable with program details)

### Camp Preparation

- Mountain Kids! Gear: hats, water bottles. Inventory and re-order
- Check for Pro Deals on larger items
- Confirm guest speakers & field trip locations, dates, and times
- Mountain Kids! Gear report, gather/distribute ordered gear to families each week
- Email planned locations and group lists to SFNF every Friday for following week
- Pre-Camp emails – to families with weekly locations prior to each week of camp
- Procure and bring to park: Thursday snack and other supplies as needed

### Marketing - dependent on candidate interest and experience

- Blog Post – monthly (Spring), weekly (Summer) – using content provided by MK field staff, resize images and upload to blog, upload text to blog, post blog.
- Create and send newsletter (Mail Chimp) 2x month (with provided content) using Mailchimp template
- Create and Schedule social media posts – some provided content
- Research additional content: CNN, NOLS, etc.
- PR: Press Releases to local papers, Que Suave! and other Radio stations re: new programs
- Manage Advertising opportunities