



Camp Chief Little Turtle
Position: **Office Manager**



Camp Chief Little Turtle is home to the Anthony Wayne Area Council, Boy Scouts of America. Each year its 1200 acre wilderness is transformed into a full program experience for Scouts BSA and other youth organizations around the Midwest. Through quality programming and a highly trained staff, our camp is sure to bring kids of all ages and their adult leaders unforgettable adventures! We are searching for outgoing individuals, who have a passion for leading youth through an incredible youth leadership training program in an outdoor setting! Summer camp lasts from early June through late July, and our staff truly becomes a second family.

Requirements:

- Must be at least 18 years of age.
- Participates in pre-camp meetings and staff training week.
- Be a registered member of the Boy Scouts of America
- Have working knowledge of basic computer skills, data entry, operation of telephones, copiers, and fax machines.

Responsibilities:

- Maintain cleanliness of camp office.
- Perform duties as assigned by the Business Manager in operation of the camp office.
- Maintain all assigned equipment in good repair. Report any damaged or broken equipment to the Business Manager.
- Maintain a current inventory of all office equipment.
- Do your part to prevent waste and abuse of camp property.
- Do your part to adhere to the camp staff mission statement and vision of camp.
- As a staff member, do their part for the character building process in scouting and constantly be aware of the example they are setting for the campers.
- Work with Council Program Secretary and understanding of Council/Camp Computer Software.
- Assume all other duties as assigned by the Business Manager/Camp Director.

Visit <https://www.ccltbsa.org/hire-me> to apply!

For more information, please contact _____ at _____.

**Camp Chief Little Turtle
2282 W 500 S
Pleasant Lake, IN 46779**