



Camper Resources Team Job Description

There are 3 areas that make up this department: Post Office Manager, Event Coordinator and Camp Mom. Each person hired will be responsible for one area while serving in the other two when your hired job has down time. Three separate jobs make up this one department

JOB DESCRIPTIONS

Post Office Manager:

- Will be on All Summer Staff
- Will be on Support Staff
- Will run Brookhill Post Office
- Will pick up mail, sort mail and deliver mail to staff, Brookhill Post Office and/or bunkhouse
- Will receive care package orders via email
- Will fill orders and deliver care packages on requested day
- Will do daily inventory and product ordering
- Will set up birthday parties for campers if parent orders a party
- Will return left medicines
- Will be trained on the Golf Cart
- Will make trips to WalMart

Event Coordinator:

- Will be on All Summer Staff
- Will be on Support Staff
- Handle details of the nightly events
 - Will keep track of the Team points
 - Evening Activities
 - Worms for fishing derby
 - Will be responsible for the Roll Call Sheets
 - Will be responsible for the collection of the Cabin lists from SC after camper delivery to Evening Activities
 - Will send Fun Swim Lifeguard head count
 - Will be in charge of the Spy Games Folders
 - Will set up for Brookhill Board Race
 - Will manage the Carnival Night Boxes
 - Will oversee the set up for the 2nd-4th After Party on Friday night
 - Will set up for Girls Night
- Would manage details of the Olympics for the 2 week session
- Would coordinate the Christmas Parade
- Will be responsible for JC Red T Shirt check in on Wednesdays



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Camp Mom:

- Will be on All Summer Staff
- Will be on Support Staff
- Will handle incoming camper messages from parents
- Parent giving surgery updates
- Parent telling campers about changed pickup times
- Will take inventory of the "Lost Items" store
- Will make inventory trips to Hot Springs
- Will check on first time campers and make phone calls to parents
- Will handle airport pick ups
- Will assemble camper birthday bags
- Will be on full time staff
- Will be parent/camper liaison
- Will take care of homesick campers
- Will make 1st time camper phone calls to parents/guardians on Wednesdays letting them know how their campers is doing, what their favorite activity is and how their camper is enjoying their cabin
- Will be responsible for early departures
- Will be a part of camper check in on Mondays and parent check in on Saturdays
- Will man the Camper Resources tent and sell items that campers forgot
- Will be a part of JC Check In
- Will be trained on the Golf Cart
- Will take lost money and bags
- Will be responsible for the Brookhill Venmo as well as campers who forgot/run out of money
- Will assist in the collection, washing and folding of the JC Staff Shirts

ELIGIBILITY:

- Must have basic computer skills
- Must have organizational skills (Experience in required)
- Must have exceptional customer service (Experience appreciated)
- Must have completed freshman year of college or be 19 years of age or older
- Must have a valid driver's license and vehicle
- Must sign and comply with the Brookhill Ranch Code of Conduct
- Must complete a health evaluation

EXPECTATIONS:

- Must be teachable
- Must have patience
- Must work well with others
- Must agree to a background check
- Must have exceptional people skills
- Must be able to submit to and work for authority
- Must be able to complete office work and tasks in the allotted time
- Must love, train and disciple JC's



Camper Resources Team Job Description

- Must understand and support the values and mission of Brookhill Ranch