

Job Description: Operations Coordinator

Reports to: Vice President of Programs & Operations

Wage: \$42,000 Annual

Summary: This position supports Executive Leadership Team members in administration and program operations.

Human Resources & Executive Support (30%):

- **Recruitment Assistance:** Support the HR pipeline by conducting applicant phone screens, maintaining recruiting reports, interview guides, and personnel files.
- **Onboarding Execution:** Process new hire paperwork, ensuring pre-employment background checks are clear, and preparing and distributing training documents.
- **Executive Assistance:** Provide high-level administrative support, manage scheduling, meeting preparation and executive assistant support to the President & CEO.
- **Office Management:** Support and contribute to creating a positive work environment and culture, act as the “Welcome Ambassador” for Camptown, greeting guests with warmth and professionalism.
- **General IT solutions:** liaison to Fractional CIO

Program Operations & Data Management (30%):

- **Impact Data:** Leads and directs the maintenance of program evaluation statistics, including compilation and entry of evaluations, leader summary data and ensuring photos are uploaded into the drive after each program
- **Rental Coordination:** Oversee rental use agreements for gymnasium and meeting room, ensuring all agreements and waivers have been completed and communicating logistics with all stakeholders
- **Daily Office Operations:** Manage office logistics, deliveries, mail, phone inquiries, and ensure facilities stay stocked with essentials.

Volunteer Coordination (30%):

- **Stakeholder communication:** Ensure positive volunteer experiences using relationship-building skills to act as the primary liaison for volunteer groups and prepare them for their on-site service experiences.
- **Database Management:** Proficiently maintain Bloomerang Volunteer Management Database.
- **Compliance & Risk Management:** Experience handling volunteer compliance, ensuring all necessary liability waivers, background checks, and onboarding training are completed prior to any service.

Project Based (10%):

- Oversee or support special projects as needed.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and Experience: High school graduate with work authorization or higher

Other requirements: Must be 18 years of age or older and have access to reliable transportation. Complete successful criminal background and drug testing.

Employee Signature: _____ Date: _____