



Overview

The Summer Office/Camp Store Worker reports directly to the Process Specialist and Camp Store Manager, Brianna Cooper-Risser. This is a seasonal position available during the summer camp season (early June through early/mid August).

Round Lake offers two camp stores, one per day for each camp session at Round Lake's Main Camp in Lakeville, OH. The Summer Office/Camp Store Worker oversees camp store operations for both sides of the camp, including managing any volunteers assigned to assist in this area. In the camp store, the Office/Camp Store Worker ensures quality customer service and maintains accurate records of inventory along with restocking products. This person is also responsible for tracking monthly taxable sales and restocking pop machines.

The Summer Office/Camp Store Worker will also assist with office work, including camper and volunteer check-in. Other tasks include but are not limited to processing paperwork, maintaining camp records, and sorting/distributing mail, along with other tasks needed for the daily operation of the camp.

Qualifications

High school diploma or equivalent required. Previous office and customer service experience is preferred. Must demonstrate attention to detail along with effective communication skills. Must have a firm understanding of mathematics related to product sales and taxes. Must be able to work both alone and as a part of a team. Must be able to lift 50 pounds.

Schedule

The Summer Office/Camp Store Worker typically works 40 hours per week. Some weekends and evenings are required to assist with camper and volunteer check-ins. Round Lake Christian Camp is a ministry serving groups widely varying in age and need. Summer work schedules are set to best meet the needs of campers and volunteers onsite during a given week in partnership with other paid staff members.

Questions regarding this position? Please email Brianna Cooper-Risser, Process Specialist & Camp Store Manager, at office@roundlake.org.

Disclaimer: The above summaries are not intended to describe in detail the multitude of tasks that may be assigned. Rather, they are intended to give the applicant a general sense of the responsibilities of this position. As the nature of the camp may change, so too may the responsibilities of this position. Round Lake is an at-will employer.