



## Office Manager & Registrar Job Description

### **General Responsibilities**

The Office Manager manages registration for all programs and provides support for other areas such as outreach, marketing and fundraising, as well as both internal and external communications. The Office Manager has primary responsibility for maintaining files, records, accounts receivable and payable, office supplies and equipment. The Office Manager reports to the Executive Director.

### **Specific Responsibilities**

- Manage all registrations and related computer programs and databases.
- Provide impeccable customer service at all times.
- Maintain HR records for new hires and independent contractors.
- Collect and prepare receipts for all expenditures and ensure all bills are paid in a timely manner.
- Collect payments and make bank deposits in a timely manner.
- Ensure that credit card, bank statement, and accounts receivable and payable are all kept up to date.
- Assist with outreach and fundraising efforts including mailings, newsletters, postcards, and emails.
- Maintain office supplies inventory.
- Maintain office equipment by completing preventive maintenance; troubleshooting failures; calling for repairs; monitoring equipment operation.
- Enhances organization reputation by accepting ownership for accomplishing new and different requests, exploring opportunities to add value to job accomplishments.

### **Community Work at Glen Brook**

At Glen Brook we value being a supportive community. When you become a staff person at Glen Brook you agree to do supportive work that is not always related to your specific role and expertise. This work includes:

- Participate in staff meetings
- Participate in Friday morning Work Parties
- Have a hand in teaching and educational opportunities with the young people who come here
- Help with occasional big, time sensitive work that requires many hands like moving hay.
- Participate in occasional community gatherings like a get-to-know-you pot-luck with our gap students which may occur outside of normal work hours.
- Host the Glen Brook table at either the Fall Fair or the Spring Festival at our school in Garden City, NY.
- Share in meal chores in appreciation of meals taken at Glen Brook.

### **Minimum Requirements**

- Ability to multi-task cheerfully
- Great phone, people and customer service skills
- Excellent written and verbal communication skills
- Experience with computer programs and systems (familiarity with CampMinder a plus)
- Competency with Google Drive, docs, sheets
- Effective time management skills
- Enthusiasm and a sense of humor
- Desire and ability to work as a positive member of a diverse camp team

To Apply: Send cover letter and resume to: [jobs@glenbrook.org](mailto:jobs@glenbrook.org)  
No phone calls, please.

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