

## Auxiliary Manager

**Summary:** The Auxiliary Manager ensures the smooth and welcoming daily operation of Camp Greenway's front desk and Extended Day program. This position manages Extended Day, supports family-facing communication, liaise with external vendors (including food services), and maintains organized, accurate systems in CampBrain. The Auxiliary Manager works closely with the Communications and Logistics Managers as part of the Senior Leadership Team, which collectively manages the camp front desk and supports daily communication, documentation, and operations across camp.

**Commitment:** This is a seasonal, summer position which includes 6 weeks of camp program management and one week of staff training.

**Minimum Requirements:** Bachelor's Degree (or equivalent experience) preferred; leadership experience preferred. This position is exempt and may work more than 40 hours a week.

**Reports To:** Assistant Camp Director for Operations, Camp Director

### **Specific Responsibilities:**

- Oversee the Extended Day program, including daily scheduling and supervision of participants and counselors.
- Serve as the primary liaison with external vendors and partners, including food services.
- Manage the daily operations of the camp front desk in collaboration with the Communications and Logistics Managers, ensuring responsive communication and efficient coverage throughout the day.
- Support camper and staff attendance, scheduling, and documentation through CampBrain.
- Maintain a welcoming and professional presence for families, visitors, and staff at the front desk.
- Coordinate with the Communications and Logistics Managers to ensure consistent information flow, timely responses to inquiries, and accurate documentation.
- Assist in the preparation and distribution of weekly materials, such as schedules, attendance sheets, and supply lists.
- Support the planning and execution of camp-wide special events, theme days, and staff celebrations.
- Contribute to the setup and closure of each camp session and the end-of-summer wrap-up process.
- Serve as an active member of the Senior Leadership Team, contributing to camp-wide planning, communication, and decision-making.

- Model professionalism, approachability, and joy in all interactions.

**Other Duties:**

- Completes First Aid and CPR training as part of Madeira Camps training.
- Attends all staff training, morning meetings, weekly leadership meetings, and clean up days.
- Assists with morning drop off and afternoon pick up.
- Abides by the policies and procedures of the Madeira School as outlined in the staff handbook.
- Performs other duties as assigned.

*The above describes the general nature and level of work being performed by individuals hired into this job. This is not intended to be an exhaustive list of all responsibilities and duties required. The Madeira School reserves the right to change any or all content of this job description based on business needs. The incumbent, if applicable, will be notified of any changes before they become effective. The Madeira School is an equal opportunity employer.*