



**CAMP  
TIMANOUS**  
BODY • MIND • SPIRIT

## **OFFICE MANAGER AND FAMILY LIAISON JOB POSTING**

**Job Objective:** Working in close consultation with the Director, the Office Manager & Family Liaison provides direct administrative support and management of numerous Timanous operations including camper enrollment, family correspondence, seasonal mailings, pre-season forms and paperwork for campers and staff, vendor relationships and support of all office related functions for the camp. This individual will strive to ensure the administrative functions of the camp are of the highest quality in order to support Timanous's outstanding camp program. For the first few months of 2022, the new, incoming Office Manager and Family Liaison will overlap and train with the long-serving and outgoing holder of the position.

**Skills & Prerequisites:** Previous experience in similar administrative and office management roles preferred. Familiarity with Google Workspace and other integrated technologies. Comfort with spreadsheet use, reporting functions and online registration/CRM systems. Strong writing, interpersonal skills and passion for summer camp are a must.

**Organization Overview:** Camp Timanous is an all-boys summer resident camp in Raymond, Maine. Founded in 1917, Timanous is an independent 501(c)3 non-profit organization. Timanous is nationally recognized for its camp program, its meticulously maintained physical plant and the positive impact on the character development of boys and young men. Relationships with all constituents – campers, families, staff, alumni, our governing board of trustees and outside vendors and other camp professionals – are cherished friends and partners. A highly organized and responsive Office Manager and Family Liaison is critical to maintaining these relationships.

**Reports To:** Camp Director

### **Position Classification:**

September 1 - May 31: Full-time employment based from the camp office in South Portland, Maine with flexible hours and some remote work.

June 1 - August 31: Full-time employment. On-site at Camp Timanous in support of the camp program.

### **Salary and Benefits:**

Competitive salary based on experience. Benefits include health insurance and after one year, IRA plan with employer match. Camp Tuition for children.

### **To Apply:**

Submit resume and cover letter to: [info@timanous.org](mailto:info@timanous.org). Application screening and/or interviewing will begin on a rolling basis until the position is filled.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Timanous will be based on factors such as merit, qualifications and abilities. Timanous does not discriminate on the basis of an applicant's or employee's race, color, religion, gender, national origin, ancestry, sexual orientation, age, disability, veteran status or any other characteristic protected by law. Please direct questions regarding our hiring practices to [info@timanous.org](mailto:info@timanous.org)