



Camp Travel & Operations Coordinator

Job Summary: The Camp Travel & Operations Coordinator is responsible for organizing and implementing all Camp-related travel and managing all aspects of the Camp business office. This is an ideal role for a hands-on, organized and detail-oriented leader who loves spending time outdoors in the North Georgia mountains!

Reports to: Business Operations Manager

During the summer, dotted-line report to the Controller and Camp Director (or designate)

Supervises: Camp office staff and drivers

Schedule:

- January 1–May 3: 10–30 hours/week, remote
- May 6–17: Full-time, remote
- May 20–August 4: Full-time in-person on our campus in Clayton, GA. Housing and all meals provided.

Job Responsibilities:

- **Staff & Camper Travel**
 - Plan, organize and coordinate all aspects of Camp travel and all travel-related issues:
 - Set parameters for camper and staff travel
 - Plan and coordinate recommended flights and chaperones
 - Communicate parameters for camper and staff travel, and collect and confirm all related travel information
 - Coordinate with airline and airport staff for the logistics of arrival and departure days, including obtaining gate passes for unaccompanied minors
 - Manage all aspects of daily summer transportation needs, including chartering buses for airport and camper/staff trips and scheduling and supervising Camp drivers
 - Plan, organize and coordinate all aspects of Camp arrival/departure day schedules, including logistics, parent pick-ups, staffing and luggage
 - Maintain system and schedule for use of Camp vehicles in compliance with ACA standards, including driver training, vehicle maintenance and insurance registration
- **Summer Business Office Operations**
 - Inventory and assign walkie-talkies, keys and golf carts to designated personnel
 - Manage and track petty cash for field trips and supply needs
 - Facilitate proper greeting and orientation of guests and staff
 - Communicate housekeeping and maintenance needs with respective teams
 - In collaboration with the mailroom staff and Administrative Manager:
 - Ensure efficient processing of paper and electronic mail
 - Coordinate laundry service and schedule
 - Assist with lost-and-found collection and sorting
 - Assist with the collection of staff employment forms, including social security applications for international staff
- **Safety & Security**
 - Participate as part of the crisis management team and with the medical and nursing leadership to execute emergency protocols
 - Provide onsite security personnel with guest, staff and camper arrival/departure information
 - Implement safety protocol, as related to vehicle and guest identification

Key Job Requirements:

- Experience in an operational or logistics role
- Proficiency in Microsoft Suite, including Outlook and Excel
- Tech-savvy and ability to quickly learn complex IT and organizational systems
- High level of attention to detail
- Positive, “can do” attitude; comfortable jumping in to get the work done!

Compensation: Compensation based on experience. This position will receive hourly pay January–May plus a seasonal stipend for the 11 weeks of onsite work. Ramah Darom also offers employees tuition benefits for children attending Camp Ramah Darom.

Interested candidates should email their resume to msegalmiller@ramahdarom.org before December 1, 2023

All qualified applicants will receive consideration for employment without regard to race, color, gender identity or expression, age, religion, height, weight, AIDS/HIV status, intellectual disability, mental disability, physical disability, including but not limited to blindness, unless it is shown that such disability prevents performance of the work involved, medical condition, handicap, national origin, ancestry, sexual orientation, marital status, domestic partnership status, parental status, military status, veteran or military discharge status, source of income or housing status or any other status protected by applicable law.