

Events Coordinator

Location: Camp Waldemar (onsite)

Event Season

- Assist with all groups and weddings
- Assist with bookings reservations
- Preparing all camp dwellings for guest readinesses,
- Be able to walk the hill to check kampongs prior to guest arrival
- Assist with the check in process which includes: taking payments, collecting forms, and answering any questions
- Assist with guest services which includes helping guests with issues and answering any questions
- Assist at camp store with sales, restocking and inventory

Summer Season

- Run our front desk
- Answer phone calls and the callers questions
- Collect role from department heads at the beginning of each period
- Assist with office administrative work
- Assist at camp store with sales, restocking and inventory