FOCUS
Fellowship of Christians in Universities & Schools

Position Description

SUMMER PROGRAMS OFFICE MANAGER

FOCUS, the Fellowship of Christians in Universities and Schools, is an interdenominational youth ministry established in ten areas along the East Coast. For more than six decades, FOCUS has invited independent school students in grades 6-12 to explore a life of faith that is real, adventurous, intellectually sound, and practical to daily life. During the school year, FOCUS pursues this goal through area-based activities and discipleship, both one-on-one and in small groups. From May through August, we offer a variety of Summer Programs, most of which take place at our Martha's Vineyard Study Center.

Position Description

The Programs Office Manager reports to the Director of the Study Center and is responsible for overseeing the Programs Office at the Study Center, managing the Vineyard Staff who work in the office, and working with the Director of the Study Center and others to administratively run each program.

Programs Office Operation:

Overseeing the Office

- Ensuring that all office duties are completed each day.
- Managing communication to parents, volunteers, and leaders by answering the phone, checking the voicemail, and responding to emails.
- Maintaining the office inventory (supplies and books).
- Providing lifeguards for each program as needed.
- Assisting in communications between the kitchen, facilities, and program office.
- Maintaining a relationship with the nurses throughout the summer.
- Overseeing all elements of housekeeping.
- Acting as an infirmary assistant as needed.

Managing the Vineyard Staff

- Creating and overseeing the staffing schedule and rotation.
- Filling in as Office Vineyard Staff when each office staff member has a day off.
- Training Vineyard Staff on all duties.

Program Administration:

Program Directors

- Meet with the Director of the Study Center and others before the start of each program to plan.
- Provide administrative support to all Program Directors as needed.
- Be the first point of contact between the Program Director and office staff.

Team Environment

- Be the team leader of the office staff.
- Have a positive attitude as you serve and encourage others as you work.

Ministry:

- Caring for the Vineyard Staff and seeing ministry opportunities among them.
- Desiring for students to hear the Gospel and understanding that the office can assist in that.

Position Requirements

The ideal candidate will have:

- A heart for the Gospel and must sign and abide by the FOCUS Statement of Faith.
- An understanding of FOCUS Programs and a desire to work and serve in the Summer Programs Office.
- The capability to manage and train the Office Vineyard Staff.
- Lifeguard certification.
- The availability to live on Martha's Vineyard for the summer (mid-May – mid-August).

Physical Requirements

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Position Compensation

FOCUS will provide:

- Room and board.
- Competitive salary.
- Time off each week (from a six-day work week).
- Four vacation days for the summer. These must be used during the summer and will not be paid out at the end of the summer.