



Summer Programs Office Manager Position Description

FOCUS, the Fellowship of Christians in Universities and Schools, is an interdenominational Christian youth ministry working in various areas and San Francisco, CA. The purpose of FOCUS is to give independent school students in grades 6-12 the opportunity to investigate traditional Christian faith and values in a forum that is fun, relevant, intellectually stimulating, and non-coercive. FOCUS pursues this goal through area-based activities and meetings as well as summer programs at its Study Center on Martha's Vineyard and school-season programs at various locations.

Position Description

The Programs Office Manager reports to the Summer Programs Host 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 Summer Programs Host and Program Directors to administratively run each program.

Programs Office Operation:

Overseeing the Office

- Ensuring that the office duties are completed each day.
- 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 over the course of the summer.
- Overseeing all elements of housekeeping.

Managing the Vineyard Staff

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

Program Administration:

Program Directors

- Meet with the Summer Programs Host, the Program Director, and others prior to 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 (May 21 – August 23).

Position Compensation

FOCUS will provide:

- Room and board.
- Competitive salary.
- Time off each week (from a six-day work week).
- Four days PTO (paid time off) for the summer.