



Summer Programs Office Manager Position Description

FOCUS, the Fellowship of Christians in Universities and Schools, is an interdenominational youth ministry established in a dozen areas along the east coast and in San Francisco. For more than six decades, FOCUS has given independent school students in grades 6-12 the opportunity to explore traditional Christian faith and values in a forum that is fun, intellectually stimulating, and non-coercive. 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 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 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 over the course of the summer.
- Overseeing all elements of housekeeping.
- Acting as 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 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 20 – August 13).

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. These must be used during the summer and will not be paid out at the end of the summer.