



WHEELER

Title: Office and Camp Coordinator

Department: Camp/Nest

Reports to: Camp Director and Director of the Nest

Exempt Status: Non-Exempt

Position Status: Full-Time

Last Updated: 05/15/25

About Wheeler School:

The Wheeler School, a vibrant co-educational independent day school (Nursery-12th grade) with city and rural campuses, seeks a dynamic and organized Office and Camp Coordinator to provide crucial support for its engaging Wheeler Farm programs, including our dynamic Summer Camp (ages 3-15) and our nature-based preschool, The Nest (ages 2.9-5). Join our team dedicated to fostering joyful, hands-on learning experiences for young people in a supportive and diverse community.

The Opportunity:

As the Office and Camp Coordinator, you will be the central point of contact and provide vital administrative and operational support to the Camp Director and Director of The Nest. You will thrive in this role if you are a detail-oriented, self-motivated individual with excellent communication and customer service skills, a good sense of humor, warmth, and humility. You are passionate about supporting enriching programs for children and building positive relationships with colleagues, families, and the wider Wheeler community.

Key Responsibilities:

- **Communication Hub:** Serve as the primary point of contact for Nest and Summer Camp families, managing phone and email inquiries, providing solutions, and ensuring thorough follow-up.
- **Content Creation:** Draft clear and engaging communications, including emails, for families and external audiences.
- **Attendance & Logistics:** Manage daily attendance for both programs, assist with drop-off/pick-up procedures, and coordinate snack and staff lunch orders.
- **Summer Camp Registrar:** Oversee the summer camp registration process using CampMinder, manage payments, generate reports for leadership and finance, and provide exceptional support to enrolling families.
- **Enrichment Coordination:** Create and maintain enrichment rosters for The Nest's supplementary programs.
- **Marketing Support:** Assist with marketing, advertising, and promotional activities for programs and events.

- **Schedule & Event Coordination:** Support the scheduling of activities and special events, and assist with the daily operational flow of the Farm Campus.
- **Recruitment & Outreach:** Represent Summer Camp at fairs and provide informative campus tours to prospective families.
- **Supply Management:** Manage the full lifecycle of supplies for The Nest and Camp, including ordering, receiving, inventory, distribution, and budget tracking.
- **Payroll Administration:** Prepare and submit weekly payroll for substitute and per diem faculty.

Qualifications:

- Current First Aid and CPR certification.
- Bachelor's degree preferred.
- Exceptional communication and interpersonal skills.
- Proven ability to provide superb customer service and effective problem-solving.
- Proactive, highly organized, and detail-oriented.
- Demonstrated patience and flexibility.
- Strong organizational and time management abilities.
- A collaborative spirit willing to assist team members across departments, including occasional late daycare coverage.
- Proficiency in Google Workspace and various computer software applications.

Statement on Diversity and Cultural Competency At Wheeler

We actively seek students, faculty, and staff from diverse backgrounds in the belief that a broad range of experiences and viewpoints enhance learning, enriches life on campus, and better prepares us all for full participation in a pluralistic, democratic society. We seek to further the overall diversity and cultural competency within our community through hiring. Salary to be determined based on experience and education.

The Wheeler School is committed to a policy of nondiscrimination and equal opportunity for all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin or disability, and any other category protected by federal, state or local law.

To learn more about Wheeler, please visit www.wheelerschool.org, and our [Careers](#) page.

Please send a resume and cover letter to Danielle Levya, Camp Director, at daniellelevya@wheelerschool.org and Michelle Dolan, Director of The Nest at michelledolan@wheelerschool.org and cc careers@wheelerschool.org. List the position title in the subject heading. Applications will be accepted until the position is filled.