



Leadership Challenge Center Office Manager

Definition: Under the direct supervision of the Outdoor Coordinator and Leadership Challenge Center Supervisor the Leadership Challenge Center Office Manager is responsible for handling a variety of general office duties in support of the Leadership Challenge Center Program.

Duties:

- Responsible for the knowledge and enforcement of rules, policies, and procedures as outlined in the Recreation and Wellness Handbook.
- Responsible for answering phone calls, voicemails, emails and program requests.
- Help with promotions and marketing.
- Assist with the development of manuals, training, and safety management procedures.
- Maintain records and evaluations of all programs.
- Schedule programs for clients and process needed documentation such as contracts, invoices, certificates of insurance and invoices
- Maintain booking forms, calendar and facilitators schedules up to date.
- Maintain facilitator portfolios.
- Any other duties as assigned.

Qualifications: Qualifications: Education: Must be enrolled in a minimum of six (6) units at California State University, San Bernardino and maintain a quarterly and cumulative GPA above a 2.0

Experience: Working knowledge of Microsoft Office, typing ability of at least 30 words per minute.

Additional Requirements: Must attend required Student Recreation and Wellness Center training, as well as department specific training and meetings

Compensation: \$11.25 - \$16.00 per hour.