



Riverlea, LLC DBA
Camp Riverlea

8302 South Lowell Road
Bahama, NC 27503

Shire Manager Job Description

Supervisors: Director, Program Director, Assistant Program Director

Responsibilities:

The Shire manager is in charge of general housekeeping of the Shire, camp's main building, including the back rooms, kitchen, bathrooms, and dressing rooms. Duties include cleaning, dishwashing, laundry, assisting with food preparation as needed (mostly baking boxed cakes for campers' birthdays), keeping supplies well-stocked, organized and inventoried, mixing "bug juice" (Gatorade) for juice break, and occasionally shopping for camp supplies. The Shire manager must promptly communicate any safety issues, supply needs, or other concerns to a supervisor.

Desired qualifications:

1. Ability to work independently.
2. Good communication skills with children and adults.
3. Food service or housekeeping experience.
4. Flexibility and willingness to perform various tasks.
5. Comfortable working around children.
6. Physical ability to work in a fast-paced indoor environment without air conditioning.

This is a part-time position, preferably with a schedule of Monday-Friday 9:00am to 2pm throughout summer camp sessions.