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## **MCE Job Opportunities - March 2026**

Position: Camp Operations Manager  
Start Date: June 7, 2026  
End Date: August 24, 2026  
Type: Part Time, 20-30hrs per week  
Min Age: 18  
Pay: \$14-\$18 per hour

### **About the position:**

The Camp Operations Manager (COM) will oversee the set-up, facilitation and take-down of our summer basketball camps each week. They will assist in facilitating our pizza lunch program, from taking orders, to serving, to clean-up. The position will also entail social media promotions, stocking the camp store, assisting with first aid and providing support for camp coaches. There are periods of down time and periods where you will be extremely busy

### **What you will be doing:**

- Camp load-in the Sunday before camp or Monday mornings.
- Set up camp gear including PA system, scoreboards, check-in tables and chairs and lunch room.
- Assist in check-in of campers. This includes attendance and taking lunch orders and collecting money.
- Provide support for coaching staff in areas of first aid, stats, scorekeeping and other areas of camp.
- Picking up pizza order and serving to campers. Assist with clean-up.
- Provide inventory management of lunch provisions and product for camp store
- Taking pictures/videos of campers in action for promotional purposes
- Assist in prepping for camp awards ceremony on Fridays
- Assist in camp take-down on Fridays and storing equipment

### **What we are looking for:**

We are looking for a person with polished customer service skills. The COM should be able to solve problems on their own as this position is not micro-managed. Basketball knowledge is suggested but not required. The position requires lifting of gear weighing 25-30lbs. Organizational skills will be helpful in this position as it will require counts of uniforms, awards and store/lunch inventory. Reliable transportation is required.

### **Schedule:**

We are looking to fill the following weeks:

- June 15-19 in Birmingham
- June 22-26 in Birmingham
- July 13-20 in Southfield
- July 20-24 in Southfield
- July 27-31 in Birmingham
- Aug 3-7 in Beverly Hills
- Aug 10-14 in Southfield
- Aug 17-21 in Southfield
- Aug 24-28 in Southfield