

Who Does What at Monkey Business Camp?

Area	Staff in Charge	Details	Contacts	Text Okay
Office			Kira: office@monkeybusinesscamp.com 510-540-6025 (office) 415-518-8764	yes
Site/Team Mtg Paperwork	Kira	Kira and Heather prep and print		
Registration Issues/Payments	Kira	Kira has p-t office hours Mon-Fri		
Parent Communication		Heather/Kira		
re: Upcoming details on site		H writes session letters; Kira sends		
Office to Site Director Communication	Kira	ill campers, authorized adults update, last minute enroll	Heather heather@monkeybusinesscamp.com 510-701-7877	yes
Payroll & Payment of Invoices	Heather	every 2 wks; invoices same during summer		
Late Pick-Up Billing	Kira	based on sign in/out times by parents		
Financial Aid	Kira	reviews applications		
Staff	Heather	e.g. sickness, scheduling, conflicts, support needed,	Samantha samantha@monkeybusinesscamp.com 510-280-4584	yes
	Samantha	/readying items for staff team meetings		
Payroll & Payroll Paperwork	Heather	processes payroll (bookkeeper may help)		
Youth Leadership	Site Directors	First line, then call on help as needed	Brad bradley.roy.olson@gmail.com 832-248-9757	text preferred
	Sam/Heather	lead weekly team meetings		
Parent Relations	Heather	Site Directors first line, but support re: e.g. upsets		
	Kira	communications re: registration issues		
Curriculum Questions/Feedback	Sam/Heather			
Work Exchange Program	Samantha	program where parents do work in operations or on site subbing in exchange for either full tuition or half		
	Kira	she manages the registration and any payment details		

Monkey Business Camp Who Does What Chart Page 2

Operations		
Shirts-T-shirts, Sweatshirts	Brad	Merch sales-Brad replenishes
		usually another person helps support him with sales, like Heather, Kira or another staff break person
Library Books	Samantha	usually replaced weekly; with more groups,
		each break person may take care of their own using books from office and library
Missing Items-who to tell about	Samantha	call/e-mail/text
		less urgent things can be shared in end day e-mails about as well
Deliveries to Site	Brad	
Deliveries to Office	Brad	Brad does most, but Samantha some
Clean-Up kits at Office & Storage Shed Clear	Brad	Over course of week, clean and replenish items in storage shed
Laundry & Tarp Clean	Brad	tie-dye rags
Coolers on Site with Fresh Ice	GL or C	Each site has their own coolers-certain staff responsible and paid additional each week.
(for treating injuries)		Staff take home each night, clean cooler(s) and ice packs and refreeze and bring to site each day
Phone & Speaker charging	Samantha	Samantha takes home each night to charge; on site, there is one back up charger per site