

Camp ReCreation Job Description

Position Title: **Office Assistant**

Position Summary:

The Office Assistant will provide support in the preparation of the camp season and special events by performing various office tasks as assigned by the Camp Director and/or Board of Directors. Position is part-time and will average 5-15 hours per week and will pay \$12.50 per hour.

Specific duties will include:

- Assist with maintaining office filing and recordkeeping systems; enters, edits, and retrieves data.
- Answers and returns telephone calls; answers inquiries from parents, campers, volunteers, students and customers regarding Camp ReCreation programs.
- Assist with organizing and maintenance of storage unit.
- Assist with processing camp and special event registrations, payments, and confirmations.
- Provide support at camp related events throughout the year including Holy Bowling, Camp ReUnion, Christmas Experience and fundraisers.
- Perform additional tasks as assigned.

Qualifications:

Any combination of experience and education likely to provide the required knowledge, skills and abilities, typically:

Education

Must be a high school graduate

Training and Experience

Any combination of training and/or experience which demonstrates ability to perform the duties as described above;

Knowledge of:

Good grammar and spelling; basic mathematics; office filing skills, appropriate telephone etiquette, computer skills. An understanding of basic office protocol and procedures also must have a positive attitude and be able to work effectively and appropriately with individuals with various disabilities, parents, volunteers, students, service organizations and the general public.