



Job descriptions:
Administrative Position

Job Title: Administrative Position
Classification: Nonexempt
Dates: July 13-20, 2024
Reports to: Camp Director

Position Purpose:

The Administrative Assistant at CampOUT plays a vital role in supporting the camp's operational and administrative functions. This position is responsible for a wide range of administrative tasks, ensuring the smooth operation of camp activities and assisting with various camp-related administrative duties.

Essential Job Functions:

- **Administrative Support:**
 - Provide administrative support to the Camp Director and other camp leadership.
 - Assist in managing camp registration, including processing camper applications, fees, and paperwork.
 - Maintain camp databases, records, and files in an organized and secure manner.
 - Prepare and distribute camp-related communications, such as emails, newsletters, and announcements.
 - Assist with coordinating transportation arrangements for campers and staff as needed.
 - Manage office supplies and inventory.
- **Communication and Information Handling:**
 - Respond to inquiries and provide information to campers, parents, and staff via phone, email, and in-person interactions.
 - Assist in preparing camp schedules, rosters, and other documentation.
 - Assist with tracking and reporting camp attendance and other relevant data.
 - Assist in preparing and processing camper and staff evaluations.
- **Vendor and Supplier Coordination:**
 - Coordinate with vendors and suppliers for camp-related purchases and deliveries.
- **Camp Operations:**
 - Assist with camp check-in and check-out procedures.
 - Provide administrative support during camp sessions, including managing paperwork, first-aid supplies, and communication systems.
 - Assist with emergency procedures, including the coordination of medical care and transportation if necessary.
- **Facility and Administrative Area Management:**
 - Ensure that camp facilities and administrative areas are kept clean, organized, and secure.
- **General Administrative Duties:**
 - Perform other administrative duties as assigned to support the overall camp operation.

Other Job Duties



- Attend staff meetings and complete training sessions, and all paperwork as required in a time manner
- Maintain open communication with campers, parents, and staff to address inquiries and provide assistance.
- Collaborate with camp leadership to implement administrative procedures and best practices.
- Contribute to a respectful and supportive camp culture.

Relationships:

Admin staff generally have regular relationships with all staff members, guardians, leadership, and camp director..

Equipment Used:

Admin staff may be asked to use fire protection equipment, safety equipment, office supplies and equipment. Some may be asked to drive camp golf carts.

Qualifications: (Minimum Education and Experience)

- High school diploma or equivalent; college degree in a related field is a plus.
- Candidates must have the ability to pass a background screening, with the associated costs covered no sooner than 60 days prior to the commencement of the camp.
- Previous administrative or office experience is preferred.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and other office software.
- Strong organizational and time-management skills.
- Excellent written and verbal communication skills.
- Customer service-oriented with the ability to interact effectively with campers, parents, and staff.
- Must submit a health history record by camp deadline

Knowledge, Skills, and Abilities:

- Adept at multitasking and prioritizing tasks in a fast-paced camp environment.
- Familiarity with office equipment and systems.
- Adaptability to changing camp needs and responsibilities.
- Strong problem-solving skills.
- Maintains confidentiality in handling sensitive camp information.
- Ability to work both independently and as part of a team.
- Attention to detail and a commitment to accuracy.
- Enthusiasm for camp life and a willingness to contribute to the camp's success.

Physical Aspects of the Job:

- Physical requirements may include sitting for extended periods, some lifting and carrying, and working at a computer station.
- Ability to work outdoors in various weather conditions.
- Willingness to live on-site during camp sessions and work irregular hours when required.

The Administrative Assistant plays a crucial role in ensuring the efficient operation of CampOUT by providing administrative support and maintaining organized systems. This position contributes to the



camp's overall success by facilitating administrative processes and creating a positive experience for campers, parents, and staff.