



Position: Administrative Assistant
Position Type: Part Time Seasonal
Schedule: Mon-Fri, hours flexible
Start Date: May 13, 2024

Number of Positions: 1
Hours Per Week: 10-15
Compensation: \$13.29/hour
End Date: August 2, 2024

Description:

Responsible for a variety of office tasks related to the Camp Rock program. The Camp Rock Administrator plays a highly important role as the link between parents and the camp program and staff. Duties include but are not limited to: answering phones, checking a voicemail box and responding appropriately within 24 hours, maintains an organizational email address for communication with camp families, handles changes in enrollment/registration during the summer months, handles and processes camp payments with the assistant of the BGC Bookkeeper, composes a weekly parent email for distribution, creates a daily report for the camp director detailing the day's work, creating and maintaining weekly camper medical files, managing late payments and camper payment plans, collecting data regarding campers and camp trend and assisting with pick up. Operates and maintains CampWise online registration database and camp management software.

Must have availability between 4:30-6:00pm Mon-Fri to operate camper pick up desk. During this time, the Administrative Assistant interfaces with camp families and campers and ensures a safe and orderly pick up process at the conclusion of the daily program.

The Administrative Assistant responds to the day to day needs of a mobile and diverse camp program. Attends multiple CampWise training webinars as well as training sessions with Camp Director prior to season start date. Reports to the Camp Director and meets with the Camp Director at least weekly.

Qualifications:

Minimum age 18, high school diploma required, and some college preferred. Camp Rock Staff are dynamic individuals who are interested in youth development and growth. The Camp Rock Administrator should possess a working knowledge of Microsoft Word, Excel, Publisher, WordPress and general web use. This person should have strong written and verbal communication skills, as well as be highly organized, tactful, and professional.

Must be able to perform essential functions of the job with or without reasonable accommodations including the ability to sit for prolonged periods of time.

To Apply:

Please submit resume and cover letter to rdobias@bgcbloomington.org