



Job Title: **Office Assistant**  
Classification: **Contractor**  
Main Contact: **Camp Director**

**Position Purpose:**

- Assist the camp director with camper registration, weekly team emails to families, and camper t-shirts and badges
- Assist the camp director with day to day operations of camp

**Essential Job Functions:**

- Attend all Prep Days: June 27, June 30, July 1, 2, 3
- Assist with camp set up
- Assist with Staff and Volunteer/Student Orientation/Training by organizing/handing out t-shirts and badges, creating badges as needed
- Prep camper t-shirts and badges on a weekly basis
- Prep/hand out weekly rosters for pick up/drop off, camper parent sign in/sign out sheets, daily team sheets, daily camper absences on the white board
- Maintain and keep the office supply area clean
- Assist with keeping the materials and supply area organized
- Assist the camp director with other office/administrative needs

**Qualifications:**

- Ability to work in a fast paced environment
- Ability to take direction and feedback from supervisor
- Ability to follow directions and have attention to detail
- Proficient with Google Suite (Google documents, spreadsheets)
- Punctual and has good attendance

**Physical Aspects of the Position:**

- Ability to lift and transfer 25 pounds

Heather Eason, Director: \_\_\_\_\_ Date: \_\_\_\_\_

Hiree Name : \_\_\_\_\_ Date: \_\_\_\_\_

Hiree Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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