

Office Assistant Job Description

The office administrative associate will serve as the first point of contact for Camp Sloane YMCA. As such, this person operates in a professional friendly environment and must give top priority to customer service and overall support to the Business Manager.

Dates of employment: June 9th-August 22nd

Responsibilities include, but are not limited to:

Reception:

- Answer telephone, field questions and direct calls to the appropriate staff member.
- Welcome visitors in a helpful, friendly manner.
- Remain apprised of camp activities and schedules of day to day procedures.
- Maintain central office email and respond in timely manner
- Assist all summer staff with questions and requests

Database/Processes: Camp database CampMinder.

- Data entry as needed
- Keep current on database changes & updates and be prepared to share updates with staff
- Generate and prepare reports
- Prepare mail merges and camp mailings
- Assist and perform other administrative tasks in support of marketing plan

Office Duties:

- Maintain inventory of supplies and place/track orders as necessary
- Keep office and reception area neat and clean
- Update office forms, manuals and materials as needed
- Process incoming & outgoing mail and email daily
- Provide assistance in monitoring office equipment and proper upkeep
- Prepare new prospect mailings and new camper packets

Other Duties:

- Manage camp store – keeping it tidy & organized, managing the store books.
- Preparing for check in and check out as instructed by the Business Manager

Qualifications and Skills-

- Knowledgeable of general email navigation
- Proficiency in Microsoft Office Suite
- Proven customer service experience with professional demeanor
- Positive and energetic personality
- Typing and computer skills
- Comfort working in a fast-paced environment
- Excellent organizational and multi-tasking skills

Pay will be determined upon experience. We provide a friendly working environment with a flexible schedule.