



## **Position: Office Assistant**

### **POSITION SUMMARY**

The Office Assistant assists in the coordination of the business management of camp.

### **QUALIFICATIONS**

- Must be 18 or older
- Have a desire and ability to work with girls ages 5-17
- Must have experience in coordinating and assisting with youth programming or equivalent experience
- Organized camp experience preferred
- Experience in Girl Scout programming desirable
- Ability to use own expertise, talents, skills, and creativity to supplement and enrich camp programming
- Willingness to live in a camp setting and work irregular hours with limited or simple equipment and facilities
- Interact with girls, staff, volunteers, and families in a positive, professional manner
- Serve as a positive role-model for campers, staff, and volunteers
- Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments
- Patience and capacity to show interest and compassion for every camper and staff member
- Belief in the Girl Scout Mission and willingness to subscribe to the principles as stated in the Promise and Law
- Commitment to assuring that the diversity of campers and staff is appreciated. Flexibility in working with campers and staff from all socio-economic, religious and cultural backgrounds
- Must have a valid driver license, reliable transportation, and current insurance
- Be able to pass a background check
- Must be available for the full duration of the employment period

**Reports To: Camp Director**

**FLSA Status: Seasonal Temporary**

## **POSITION SUMMARY**

The Office Assistant assists in the coordination of the business management of camp.

## **ESSENTIAL FUNCTIONS**

### **Risk Management**

- Assist Administrative Team to ensure proper emergency procedures are followed

### **Program**

- Desire and ability to work with girls ages 5-17
- Assist with campers' activities and experiences through the use of available programming materials and personal experience and interests
- Serve as program floater during unit staff time off
- Assist with the coordination and implementation of "all camp" activities
- Assist with the coordination of out-of-camp activities
- Assist with the compilation of badge requirement sheets.
- Provide supervision and guidance to all campers
- Ensure individual girls have an opportunity to experience success at camp and participate in all activities
- Help provide an atmosphere for developing good morale and well-being among campers, staff, and volunteers
- Ensure implementation of the Girl Scout Leadership Experience
- Ensure continuations of historical Girl Scout and camp traditions

### **Administration**

- Keeps accurate records of income and expenses. Receipts monies, prepares deposits on days money is received.
- Maintains petty cash account; prepares requisition for additional petty cash funds, encloses petty cash slips and shopping receipts.
- Purchases supplies as authorized by the camp director.
- Sets up and manages camp trading post.
- Reviews and edits unit staff program and food requisitions, submits to Administrative Team for final approval. Assists in filling requisitions.
- Answers and responds to telephone calls/voicemails and emails either immediately or within a 12-hour period (or sooner for urgent matters).
- Assist with planning and coordinating staff meetings and training
- Actively contribute to and support the Administrative Team
- Assist with ordering supplies when needed, ensuring timely arrival of materials
- Assist with initial and end of season inventories
- Assist in packing all equipment and supplies at end of season
- Assist with compilation of evaluations

## **COMPETENCIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Individual should possess great communication skills, be able to work with campers, staff, volunteers, and parents. Individual should possess the ability to coordinate, organize and prioritize work, while assisting the Resident Camp Assistant director in camp programming and activities.

### **Authority and Accountability**

Accountable to Camp Director. Incumbent has the authority to carry out work performance objectives agreed upon with their supervisor. Objectives are outlined at beginning of camp season and reviewed as needed, with a formal evaluation at the end of the camp season.

### **Supervisory Responsibility**

None

### **Required Training**

One day of pre-camp training including but not limited to Safety, Risk Management, Youth Development, Child Health and Welfare, Outdoor Skills, and Program Activities.

### **Language Skills**

Ability to read documents, write reports and correspondence, speak effectively in English.

### **Mathematical Skills**

Must be able to understand and perform math skills needed for the position (addition, subtraction, multiplication, division, percentages, ratios, fractions, and proportions to practical solutions) either with or without a calculator.

### **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form and carries them out.

### **Computer Skills**

To perform this job successfully an individual should have knowledge of Microsoft Office Suite software (MSWord, Excel, and Outlook).

### **Certificates, Licenses, Registrations**

Valid US driver's license required. Employees who use privately owned vehicles for council business are responsible for complying with local, state and federal laws. Employees will be required to carry a current driver's license, vehicle registration,

personal and public liability insurance that meets state and council requirements. First Aid and CPR certification will be provided.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, hear, write, type, and carry. The employee is frequently required to use hands to finger, handle or feel and reach with arms and hands.

This position requires the ability to lift up to 30 pounds regularly, 50 pounds occasionally. Physical demands are normal to outdoor positions. The position may require you to be subjected to outside environments that include direct exposure to sun, heat, cold, rain, wind, water, humidity, dirt, dust, noise, traffic conditions, and uneven surfaces.

- Vision – close vision, distance vision, peripheral vision, depth perception and ability to adjust focus with the ability to read a computer screen, paperwork, and other written materials.
- Manual dexterity – to handle phones, paperwork, pens, pencils, keyboard data entry, money, merchandise and operate a vehicle.
- Sit /Stand – for extended periods of time
- Gripping/Grasping – paperwork, pens, pencils, phone, other office equipment
- Writing – words, letters, numbers, symbols, using a pen, pencil or other writing instrument
- Walking – prolonged walking
- Driving – ability to drive camp vehicles for up to 4 hours

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The main duties are performed outside. While performing the duties of this job, the employee is exposed to sun, heat, cold, rain, wind, water, humidity, dirt, dust, noise, traffic conditions, and uneven surfaces. Living arrangements are in a camp setting in platform tents.

### **Mental Requirements**

The employee is required to have the ability to learn and comprehend basic instructions and carry them out. The employee is required to coordinate eyes, hands, and fingers rapidly and accurately in order to type and write. The employee is required to have the ability to understand the meaning of words and respond effectively. The employee is required to have the ability to perform basic arithmetic accurately and quickly as defined in the qualifications.

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

To perform this job successfully, the incumbent will possess the skills, aptitudes and abilities to perform each duty proficiently.

It is the policy of the Council to comply with all the relevant and applicable provisions of the Federal Americans with Disabilities Act (ADA), as well as state and local laws concerning the employment of persons with disabilities. The Council will not discriminate against any qualified employee or job applicant because of a person's physical or mental disability with respect to any terms, privileges, or conditions of employment, including but not limited to hiring, advancement, discharge, compensation, and training.

Essential functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Where necessary and feasible, reasonable accommodations will be made for qualified disabled employees to perform the essential functions of the job in question, as long as the accommodation does not cause the Council undue hardship or violate any other policy. All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, will not be hired.

The requirements listed in this document are the minimum levels of knowledge, skills or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Employee's Name

Date