



OFFICE ASSISTANT

Classification: Hourly

Reports to: Administrative Service Manager & Junior Leader Program Director

Basic Function: Assist with office duties including, but not limited to data entry, filing, and the development of a variety of Camp materials. Daily duties including interacting with Hartford's Camp Courant staff, visitors, campers, and Camp constituents

Assignment:

- Part Time position paid on an hourly basis
- Position will not exceed thirty (30) hours per week
- Starting Date – March 16th
- Ending Date – August 28th
- Allowable mileage expenses will be reimbursed at the IRS Standard Mileage Rate.

Responsibilities

- Assists Administrative Service Manager & Junior Leader Program Director with Camp's registration process. This can include the screening of forms, contacting parents / guardians for missing information, and mailing of returned registrations for additional materials needed;
- Makes copies of all incoming donations, and documenting donations in appropriate database;
- Prepares and organizes files, communicates with outside parties, and develops a wide range of Camp documents, including bus reports during the Camp season;
- Answers telephone; responds to questions and directs calls to appropriate staff;
- Transports supplies and any required documents between the downtown administrative office and the campsite in Farmington;
- Purchases and picks up supplies for Bank of America Junior Leader activities;
- Performs a variety of additional related duties to achieve the goals of Hartford's Camp Courant.

Experience Required

- High School Graduate;
- Knowledge of basic computer programs including Windows, Outlook, Word, and Excel.

Specific Skills Required

- Good organizational office skills;
- Exceptional interpersonal skills;
- Ability to perform numerous tasks in a busy setting;
- Fluency in Spanish.