

SWARTHMORE RECREATION ASSOCIATION Administrative Assistant – Summer Camp

POSITION SUMMARY:

The position assists the Director of Summer Camp in organizing all supplies, equipment and services for summer camp.

ESSENTIAL FUNCTIONS:

- Answers phone calls, emails and texts for general camp questions
- Will refer any problems encountered to the Director of Summer Camp
- Calls parents with any issues concerning pick up or drop off (babysitters or other drivers, etc.)
- Works directly with the registration staff to create the attendance sheet for each group for the summer camp and sports camp.
- Ensures the preschool camp director gets the registration information each week
- Works in the office and is available for first aid
- Supervises the schedule and attendance sheet for the office staff helpers
- Creates and collects all parental permission forms for the field trips
- Ensures all campers have an emergency/medical information on file
- Composes flyers and permission slips for Director as assigned
- Conducts any other administrative duties as assigned
- Will help out with campers and fill in for head counselors as needed
- All other duties as assigned

REQUIRED SKILLS AND KNOWLEDGE:

- Organized
- Ability to multi-task and prioritize
- Experience with Word and Excel
- Attention to detail and ability to work as a team member with minimum supervision
- First Aid experience required
- Ability to be flexible in changing roles as needed