



## Job Description

**Position Title: Office Assistant**

**Reports To: Camp Coordinator/Office Coordinator**

### **Mission:**

The American Youth Foundation inspires people to discover and develop their personal best, to seek balance in mental, physical, social and spiritual living and to make a positive difference in their communities and in the wider world.

### **Expectation of All Employees:**

Shows commitment to the core values of best self, balanced living, safety, respect, responsibility and stewardship. Supports the organization's mission, vision and ethics by displaying the following behaviors: integrity, openness and honesty, listening and understanding, giving and receiving constructive feedback, seeking a balance between personal and professional lives, dependability and accountability.

### **General Responsibilities:**

The Office Assistant provides general office support throughout the camp season including running the camp store, assisting with clerical duties, sorting mail, taking photos and updating the website. The Office Assistants are often the "face" of the organization and interact on a daily basis with camp families, vendors and clients.

### **Specific Responsibilities:**

- Community expectations- Follow all policies and procedures outlined in the Staff Handbook including our alcohol-, drug- and tobacco-free campus policy
- Set a high standard of personal neatness, promptness, manners, language, attitude and participation
- Answer phones and provide excellent customer service to our many families, vendors and clients
- Run the camp store and assist with store accounting
- Sort the daily mail
- Take pictures of campers and camp activities, write camp updates and post them daily on our website
- Assist with office tasks such as filing and assembling mailings
- Participate in community activities, such as Flag Raising and meals, and strive to model the mission and values of the American Youth Foundation
- Buddy with a Pioneer Village
  - Eat one meal per day with Buddy Village when in camp
  - Join in and/or facilitate occasional Village Time activities with Buddy Village
- Support the Pioneer Program by reading stories and helping with homesick campers during the evening
- Support the Four-Trails Program on a rotating basis while they are in camp, help with laundry, lead down-time activities and games

**Essential Functions:**

- Ability to respond to and direct groups of children and/or staff in an emergency
- Ability to talk on the phone and use a computer
- Ability to lift up to 25 lbs

**Qualifications:**

- Minimum 18 years of age
- Two or more years office experience preferred
- Strong communication and interpersonal skills
- Knowledge of computer, typing and basic math skills
- Willingness to serve as a role model to young people
- Willingness to participate in morning and evening community activities
- Ability to be flexible in supporting office, store and program needs as necessary

*The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required for this position. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.*