



Main Office Assistant

Job Description

Reports To: Office Coordinator

American Youth Foundation Mission

We dare people to discover and celebrate the very best in themselves and others; inspire them to explore diverse perspectives and complex challenges; and embolden them to live courageously, engaging their full capacity.

Job Location: Position is located at Miniwanca in Shelby, Michigan. The Miniwanca site necessitates the ability to move through rugged terrain. Cabin Leaders will live onsite during staff training and during the two camp sessions.

Job Type: Seasonal

Job Summary: The Camp Main Office Assistant will work in the Mills Office and provide administrative support to the camp administrative staff and camp directors. Summer 2024 will include one week of paid staff training beginning June 23, followed by two three-week camp sessions. Most seasonal contracts will conclude August 11.

Position Responsibilities:

- Responsible for supporting the health, safety, and wellbeing of campers in the community.
- Serve as the face of the camp office for campers and staff, creating a friendly and welcoming environment.
- Answer phone calls, organize mail, assist with supporting seasonal staff.
- Assist health team with emergency camper laundry.
- Assist with various needs in support of administrative staff and camp directors.
- When office is covered and work is completed actively participate in all camp activities with enthusiasm, creating an inclusive environment that encourages all campers to participate.
- Provide mentorship and connection to all in the community with whom you interact.
- Model responsibility and compassion.
- This is not meant to be a complete list of all responsibilities. Other duties may be assigned.

Skills and Qualifications:

Required:

- Must be at least 18 years old with at least one-year post-high school experience.
- First Aid and CPR certification (training available).
- Demonstrated administrative experience and strong organizational skills.
- Previous experience working with youth and young adults.
- Strong emotional and mental health. Must be adaptable and exhibit good judgement to determine what is in the best interest of the campers in their care.

- Support the organization's mission and vision with integrity, dependability, and accountability.
- Interact effectively with individuals and groups respecting social and cultural diversity. Establish and maintain appropriate professional relationships and interpersonal skills that contribute to a positive community.
- Demonstrate passion for serving youth, encouraging campers and staff to explore through play and creating a space where youth feel included and a sense of belonging.
- When available and office duties are complete participate in and be present at all camp community activities, including staff training activities.
- Maintain effective mental, emotional, and social interactions in our youth centered residential summer camp program.
- Ability to handle stressful situations appropriately, maintaining mental, emotional, and social resiliency needed for the job in a fast-paced, interactive environment.
- Use effective and appropriate self-care practices for maintaining overall wellness.
- Follow all guidelines and policies as described in the AYF (American Youth Foundation) staff manual.

Preferred:

- Demonstrated history of leadership with youth or young adults

Work Environment:

- Position is located at Miniwanca in Shelby, Michigan. The Miniwanca site necessitates the ability to move through rugged terrain.
- Staff members will live onsite during staff training and during the two camp sessions, including weekends and evenings, to be available 24 hours/day in case of emergency response.
- Housing and all meals are provided.
- Staff live in a communal space with other staff or in cabins with campers, depending on position.

Compensation:

- Weekly pay: \$500/week
- Office Assistants will receive one day off for every six days worked.

Company Culture:

The AYF believes that how we act and interact reflects who we are as a community. In practice, at the AYF we value investing in youth, stewarding the environment, encouraging participants and staff to explore and develop their values and beliefs, belonging in community, and growing together.

Recognizing the full value of all, the American Youth Foundation affords equal opportunity for employment and program participation to all individuals on the basis of merit and/or eligibility without regard to race, color, sex, pregnancy, sexual orientation, gender identity, familial status, religion, national origin, citizenship, disability, age, military status, or any other basis prohibited by law.

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.

Updated: 11/15/2023