



## Summer Office Assistant

### **JOB SUMMARY: Summer Office Assistant**

Customer service/clerical position that serves the staff and clients of Camp Fire Heart of Iowa during the organization's busiest time of year.

**DATES OF EMPLOYMENT:** 5/31/2021 – 8/14/2021

**CLASSIFICATION:** Part Time, Seasonal

**REPORTS TO:** Office Manager

### **QUALIFICATIONS:**

1. High School Diploma or GED
2. 1 year office experience
3. Strong customer service skills
4. Strong Communication skills
5. Successfully pass required background screening
6. Experience working with children preferred

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

1. Use of hands, fingers, arms, feet and legs to perform daily duties
2. Ability to speak and hear
3. Significant sitting, standing and walking
4. Ability to lift and carry fifty (50) pounds
5. Ability to constantly interact with the public in a professional manner
6. Ability to perform professionally in stressful situations

### **ESSENTIAL FUNCTIONS: Summer Office Assistant**

1. Oversee the daily operation of all office activities
  - Answer and make phone calls
  - Answer and send emails
  - Help clients complete registrations
  - Process payments and refunds
  - Distribute camper t-shirts
  - Examine health forms for allergies, behavioral issues, or other important information and communicate to the appropriate staff members
  - Collect and file forms and permission slips
2. Office cleaning
  - Clean all work areas in the office
  - Assist in kitchen and bathroom cleaning responsibilities
  - Take out trash and recycling to the outside dumpsters
2. Supervise children
  - Assist staff during pick-up times by being in ratio, supervising the children and engaging them in activities
  - Assist staff by being in ratio when needed in the event of excessive counselor absences
3. Other duties as assigned



# CAMP FIRE HEART OF IOWA



Pay: \$13.00 per hour

Camp Fire believes in the dignity and the intrinsic worth of every human being. We welcome, affirm, and support young people and adults of all abilities and disabilities, experiences, races, ethnicities, socio-economic backgrounds, sexual orientations, gender identities and expressions, religion and non-religion, and any other category people use to define themselves or others. We strive to create safe and inclusive environments that celebrate diversity and foster positive relationships.