



Administrative Assistant

Our Commitment

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, citizenship and immigration status, 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.

People of color, people with disabilities, veterans, and LGBTQ2S+ candidates are strongly encouraged to apply. Camp Fire is committed to a diverse workplace, and to supporting our staff with ongoing professional development. Camp Fire is an equal opportunity employer and does not discriminate in its employment decisions.

Camp Fire provides reasonable accommodation to applicants and employees as required by law.

Applicants with disabilities may request reasonable accommodation at any point in the employment process.

Job Title	Administrative Assistant
Reports To	Executive Director
Classification	Full-Time
Exempt/Non-Exempt	Exempt
Salary	\$18.54—\$21.53 DOE
Organization Overview	Camp Fire provides variety of development & enrichment opportunities that empower youth, staff, and volunteers to discover their sparks, gain confidence, build essential life skills, value the natural world, and be active contributors in their communities. We strive to create an environment where each youth and staff member has a sense of belonging, opportunities to share passions, and a place to thrive and find their spark.
Position Overview	Administrative Assistant / Camp & Club Registrar is responsible for administrative duties for the Executive Director, maintaining accurate records of all school year and summer registrations

Essential Duties and Responsibilities

- **Administrative Assistant to Executive Director**—Assists with donor and board engagement activities, assists with key annual events pre-planning and preparation. Tracks online donations forms for events. Assists with the candy sales & shipping.
- **Registration for Summer Programs**—Camp registration second billings, outstanding bill process, and camp cancellations. Work with case managers to process DDD & DSHS campers, Kids Dream and Tree House. A record is kept of all campships and candy currency amounts. Refunds for camp store are completed.
- **Registration for School Year Programs**—Monthly membership count is prepared and submitted in a timely manner.
- **Council Responsibilities:** Provide support for outside-of-school programming such as Mega Club, Teens in Action, as needed. Assist with club recruiting as needed. Assist with yearly inventory. Back up for front desk—vacations, phones & cashier
- **General Office Support**—As needed

Other Job Duties/Expectations

- **APPLIED KNOWLEDGE.** Independently performs the duties required of the positions with proper use of practical, technical and professional skills.
- **CUSTOMER SERVICE.** Extends courtesy and willingness to meet the customer's needs. Uses appropriate techniques that develop good customer relations. "Customers" include other staff or volunteers.
- **INTERPERSONAL SKILLS.** Works with others in a cohesive and supportive manner. Recognizes or praises accomplishments of others. Offers to help others when appropriate. Helps to solve problems, suggests alternatives.
- **COMMUNICATIONS.** Effective use of oral, written, and listening skills. Written work is clear and understandable. Keeps supervisor and other staff appropriately informed.
- **PROFESSIONALISM.** Demonstrates businesslike conduct and attire. Dresses in a manner appropriate to job tasks. Demonstrates a spirit of cooperation.
- **COST AWARENESS.** Uses supplies and equipment in a non-abrasive manner. Is aware of financial impact of decisions and actions.
- **ADAPTABILITY.** Understands and supportively adjust to changes, new policies, and individuals having different points of view.
- **TIME MANAGEMENT.** Organizes own responsibilities and/or those of others to meet deadlines, and to make maximum use of time available. Is punctual for meetings and appointments

Work Environment

- Office setting

Required Documents for Application

- Resume'
- Clear Background-Check
- Ability to pass drug test
- Reference check

Qualifications

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelors degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Computer Skills

Has advanced basic computer job skills including logging on to systems, ability to communicate by email, ability to compose documents, enter database information, create presentations, download forms, and preserve/backup important data. Experience with Microsoft Office preferred.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands

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

Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Regularly required to sit

Use hands to handle, or feel, including keyboarding and mouse use

Reach with hands and arms

Speak and hear

Occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl

Occasionally lift and/or move 30 pounds

Specific vision abilities include close vision, distance vision, and ability to adjust focus.

Visual/auditory ability to identify and respond to environmental and other hazards of the site and facilities