



YWCA Vermont Camp Hochelaga Summer Administrative Assistant Job Description

Overview: YWCA Vermont seeks an experienced, professional to support the YWCA Vermont Office Administrator in Camp Office operations and larger communication with campers, staff, camper families and the public. For all seasonal staff, the camp season is June to August*. YWCA Vermont Camp Hochelaga serves more than 1,000 people each summer through camp programs, facilities use, and volunteer opportunities that engage the community in YWCA's mission, *eliminating racism and empowering women*.

**The exact dates are dependent on your specific role, which certifications/trainings you will be a part of, and our seasonal calendar for camp – we will discuss with you the exact dates during the interview/hiring process*

Salary: This position is classified as seasonal, exempt. Salary is based upon applicant's skills and experience. Room and Board are included.

Responsible to: YWCA Vermont Office Administrator and Camp Director

Desired Qualifications:

- Previous experience carrying out administrative duties such as professionally answering phones, taking messages, filing paperwork, reviewing paperwork and contacting families;
- Ability to communicate calmly and positively via phone, email and in person with families, staff, and campers;
- High level of attention to detail;
- Desire to interact with children and adults throughout each day;
- Ability to work well in a fast-paced environment with distractions and interruptions;

Responsibilities:

- Carry out daily administrative maintenance tasks such as answering phones, emails, and chatting with campers, staff, camper families, and members of the public;
- Maintain organized, well-marked camper files;
- Maintain organized records of camp store balances and account charges;
- Navigate Camp Hochelaga's CampBrain software to access camper information, pull reports, make name tags and bunk labels, and more;
- Organize camper shirts each session for group pictures and help facilitate taking the large camp photo;
- Approach daily work with a positive attitude and a friendly disposition;
- Take down phone messages and deliver them to appropriate member of leadership team in a timely manner;
- Return applicable phone calls and emails within 12 hours during weekdays;
- Maintain a clean, organized work space and front of office to create a welcoming environment for

- campers, staff, and families;
- Assist Camp Director and Assistant Camp Director with all other tasks as assigned;

Essential Functions:

- Ensure the daily function of office administration tasks as outlined above;
- Work collaboratively with staff, campers, and families to create a positive environment;
- Work within the mission of YWCA Vermont: eliminating racism and empowering women

YWCA of Vermont, Inc. does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

YWCA Vermont Camp Hochelaga

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