Camp UniStar

Belonging at Camp, Cherishing the Island, Inspiring Action in the World.

Position: Office Assistant
Reports to: Camp Director

Purpose:

- To assist with computer and paper-based tasks that provide support to the camp director, and at times other directorial staff, by completing some behind-the-scenes work that helps camp run more smoothly.
- To contribute to a safe camp environment, creates a positive experience for all campers, and supports healthy relationships among staff.

Responsibilities and Duties:

The office assistant is responsible for assisting with office-related tasks that contribute to the smooth functioning of camp. The office assistant will be responsible for some routine tasks, but they may also be subject to more spontaneous assignments as projects arise. When the director is absent from camp, the office assistant is expected to answer the phones and to keep in communication with the director as needed. As outlined in the Compensation Scale, staff in this role has basic responsibilities to support and lead activities that enrich the camper experience, and contribute to camp's smooth operation. Below is a detailed list of some of the office assistant's many responsibilities. Additional duties and responsibilities not outlined below may be assigned as deemed necessary by the camp director.
Please note that the specific requirements of the office assistant job will be decided upon by the camp director and the office assistant at the beginning of the season and may evolve or change as the season progresses.

1. Assist with scheduling
    a. The office assistant helps to produce a completed staff shift schedule at the end of the week in preparation for the week to come.
    b. The office assistant is responsible for reviewing the schedule to assure all shifts are complementary and non-conflicting.
2. Generate reports from Camp Brain
    a. As needed, the office assistant is responsible for generating some of the following reports on CampBrain:
        i. The kitchen for special dietary needs
        ii. CP director for number and ages of kids
        iii. YP director for number and ages of kids
        iv. camp director for the number of expected arrivals on the Northstar and any other points of noteworthiness.
        v. Update the camper count list that details the number of staff, volunteers, and campers in camp each week
        vi. Camper list for the history corner

    b. The office assistant may be responsible for gathering contact information changes from campers, updating that information in CampBrain, and creating camper lists by Friday afternoon.
    c. Additionally, the office assistant is to generate and assemble name tags each week.
3. Volunteer coordination as needed
    a. The office assistant may be charged with helping the volunteer coordinator facilitate the volunteer orientation.
    b. The office assistant may also help assist volunteers with miscellaneous projects around camp and act as a volunteer coordinator when the volunteer coordinator is either busy or absent from camp.
4. Generalist shifts
    a. Generalist shifts will fill the majority of working hours. Office assistant shifts will vary based on need, and could fill a range from 10% to 49% of working hours.

Qualifications:

- 18 years of age or older
- Valid driver's license
- Valid Minnesota Watercraft Operator's permit
- CPR, First Aid, Lifeguarding and AED certifications preferred
- Comfortable in a rustic setting
- Experience in supervising others, especially peers, is desirable
- Have lived independently for at least 8 months, or can show independent living skills
- Excellent verbal, oral and written communications skills – Able to communicate effectively with staff, volunteers and campers of all ages
- Able to execute basic office functions, such as operating office equipment and computer software
- Commitment to providing a positive and healthy family camping experience
- Flexible in regards to working hours and a shared living space
- Responsible, self-starter/self-motivated, hard-working, team player
- Experience driving boats preferred

Physical Requirements

- Must be able to do the following for up to five hours at a time: standing, walking, carrying, balancing, pushing/pulling, reaching, and performing fine motor skills.
- Must be able to do the following for at least one-third of a shift or 1-2 hours: move/lift up to 40 pounds, reach overhead and below knees, twisting/turning, climbing (step stools, stairs) while loading/unloading items, and squatting (to reach for items).
- Requires normal range of hearing and eyesight.
- Must be able to work outside daily and in a variety of weather conditions.

Compensation

- Commensurate with experience
- Includes room and board at camp, one day off weekly, and an additional two personal

days off per season.
- Paid sick leave is determined by the camp director.
- All staff must provide their own health insurance.