

ADMINISTRATIVE ASSISTANT

DUTIES

Administrative Assistant job duties include:

- Assisting Executive Director, Music Director and other camp staff as needed with daily tasks, including but not limited to:
 - Help with time keeping for instructors
 - Organize t-shirts for campers and staff
 - Make lunch for campers who forgot or we are providing
 - Assist with Check in
 - Assist with name tags Day One
 - Assist with making coffee for staff
 - Assist with organizing Instructor/Coach communication sheets and clipboards
 - Assist with staff needs (chart paper, sharpies, copies)
 - Assist with crafts on Friday
 - Daily schedule on chalkboards

REQUIRED EXPERIENCE

Ability to follow directions and work collaboratively with camp staff

ADMINISTRATIVE ASSISTANT HOURS

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday Showcase
a.m.	8:00am-noon	8:30am-noon	8:30am-noon	8:30am-noon	8:30am-noon	11 am - 4pm
p.m						

COMPENSATION/PAY

\$240/wk (\$45/day deducted for missed day*). You will not be docked for one day of illness.

GENERIC ABILITIES/REQUIREMENTS

Administrative Assistant will:

- Demonstrate clarity on/understanding of GRC Mission Statement and ability to uphold during camp day
- Behave in a pleasantly assertive and energetic way with campers and staff
- Demonstrate ability to collaborate with others/be a team player
- Demonstrate good communication skills by
 - resolving conflict in a professional and constructive way
 - accepting constructive feedback and incorporating into job performance
- Work well under stress/stay positive in stressful situations
- Show ability to adapt/be flexible to changes in the daily schedule, job assignments, etc.
- Show respect for campers and fellow staff through timely arrival and communication with supervisors if circumstances arise that prevent timeliness or attendance
- Represent GRC and its staff in a positive light in the community
- Uphold the code of conduct by adhering to policy of no consumption of alcohol/illegal substances during camp/showcases and no smoking on campus or within eyesight of campers