

JCC MACCABI SPORTS CAMP

Position:	Office Assistant
Organization:	JCC Maccabi Sports Camp
Location:	Menlo College in Atherton, CA (June & July)
Employment Dates:	Staff Training: June 3 – June 15, 2020 Session I: June 16 – June 28, 2020 Session II: June 30 – July 12, 2020 Session III: July 14 – July 26, 2020
Compensation:	Negotiable DOE; includes room & board (if needed)

The Summer Office Assistant is an integral part of summer camp staff, providing administrative support to all aspects of camp management. Duties include, but are not limited to: day-to-day office administrative duties, logistical support, camper registration, and phone and email correspondence with families and seasonal staff. As such, the position requires a person who is very organized, has strong communication skills, and is able to transition between tasks quickly and intuitively. It is also essential that the Office Assistant be comfortable taking initiative and working independently.

As an overnight camp, it is preferred that the Summer Office Assistant live at camp (June & July) but commuting is possible. If living at camp, room and board is part of compensation. This is a non-benefited temporary/seasonal position.

Responsibilities:

- Serve as the primary administrative professional for the camp and oversee the day-to-day operation of the camp office including inventory, cleanliness, and organization
- Manage camper transportation process including coordination and communication of transportation logistics (internally and externally)
- Prepare cabin lists, camper room assignments, staff lists, etc. using Excel
- Print and sort incoming email for campers; scan and send outgoing emails
- Coordinate purchase, organization, and distribution of snack twice daily
- Process supply requests from staff for programs and administrative needs
- Complete all purchasing and ordering of supplies for camp in conjunction with Program Director (via online or in-store purchases)
- Answer phone calls, assisting parents with questions, take messages, etc.
- Actively pursue outstanding forms for registered campers in upcoming sessions
- Upload incoming forms on camp management software and file accordingly
- Provide logistical support for camp programs
- Manage camp vehicle usage (sign out process, allocation, key check-out and return)

Qualifications:

- Hard working, resourceful, intuitive professional who can multi-task with enthusiasm, patience and strong work ethic

- High level of organization with superior time management skills
- Strong written and oral communication skills, particularly comfortable speaking with parents and serving as a representative of camp
- Excellent computer skills including setup of office computers and printers, and software such as Microsoft Office suite; ability to learn other camp specific systems such as CampMinder
- Ability to take initiative, meet deadlines, and also take direction and feedback from camp leadership
- Interest in working around children and enjoying a summer camp environment
- Ability to work as both part of a team and independently
- Appropriate level of physical fitness for loading/unloading vehicles
- Drivers license and clean driving record
- Successfully pass criminal background check (state and federal)

About JCC Maccabi Sports Camp

JCC Maccabi Sports Camp is a Jewish overnight camp with specialized programs in basketball, soccer, baseball, softball, volleyball, tennis, flag football, dance and fitness and running for athletes entering grades 4-11. Our 2-week sessions combine high-level specialized sports instruction with the fun, friendship, and community of a traditional overnight camp.

Camp is located on the beautiful campus of Menlo College, a private undergraduate school in Atherton, CA, approximately 30 miles south of San Francisco.

For more information, visit our website at: www.maccabisportscamp.org.

To Apply

Complete the online application, which can be found on our website:
<http://www.maccabisportscamp.org/work-at-camp/>.

Contact Josh Steinharter, Sr. Director, at josh@maccabisportscamp.org or (415) 997-8844 with any questions.