

## **ADMINISTRATIVE ASSISTANT (YEAR ROUND)**

### **DUTIES**

#### **Administrative Assistant job duties include:**

- Assisting Executive Director, Music Director and other camp staff as needed with camp administration, including but not limited to:
  - Ordering and securing camp supplies such as t-shirts, art and office supplies etc.
  - Ordering merchandise
  - Help with payroll
  - Help with camp registration
  - Help with camp preparation such as preparation of signage, handouts, communication sheets, preparing camp room layout, organization of load in/load out etc.
  - Help with band formation
  - Other duties as assigned

### **REQUIRED EXPERIENCE**

- Ability to follow directions and work collaboratively with camp staff
- At least one camp experience as a staff member

### **ADMINISTRATIVE ASSISTANT (YEAR ROUND) HOURS**

Administrative Assistant (Year Round) is expected to put in an average of 5 hours monthly

### **COMPENSATION/PAY**

\$208.33 per month / \$2,500 annually.

### **GENERIC ABILITIES/REQUIREMENTS**

#### **Administrative Assistant (Year Round) will:**

- Demonstrate clarity on/understanding of GRC Mission Statement and ability to uphold
- 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
- Demonstrate a commitment to creating an equitable and racially inclusive work environment for all campers, staff and volunteers.
- Work well under stress/stay positive in stressful situations
- Show ability to adapt/be flexible to changes in job assignments, etc.
- Communicate with supervisors if circumstances arise that prevent timeliness of accomplishment of tasks
- 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