

ADMINISTRATIVE ASSISTANT (YEAR ROUND)

DUTIES

Administrative Assistant job duties include:

- Assisting Executive Director, Music Director, Gear Manager, Week-of-Camp Administrative Assistant and other camp staff as needed with camp administration, including but not limited to assisting with:
 - Ordering merchandise-fundraising
 - Keep inventory up to date in Square before Showcases
 - Monthly payroll
 - Camp registration
 - Adding new staff to payroll/background checks
 - Camp preparation for load in, such as preparation of signage, handouts, t-shirts
 - Camper instrument assignment and band formation
 - Set up Google Drive folders for band coach/instrument instructor communication
 - Camp load in (Saturday before first camp) and load out (Friday at noon last camp)
 - Monthly check-in meetings with Executive Director/Music Director
 - Timely response to requests by camp Administrators
 - Organizing camp t-shirts for campers and staff
 - Fundraiser event organization and execution
 - Grant writing / data collection via staff and camper surveys
 - Attend Board meetings
 - Other duties as assigned (e.g. ordering camp supplies)

REQUIRED EXPERIENCE

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

ADMINISTRATIVE ASSISTANT (YEAR ROUND) HOURS

Administrative Assistant (Year Round) is expected to put in an average of 10 hours monthly

COMPENSATION/PAY

\$250/month, \$3000 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