

Jr. 76ers Camps Administrative Specialist Job Description

Are you looking for the best summer job ever? Look no further because Jr. 76ers Camps is hiring **Administrative Specialists** to work across our locations in the Philadelphia metro area from June through August!

Join our mission-driven team for a fun and rewarding summer! Our team members are expected to make a positive impact on children. Jr. 76ers Camps Staff will receive comprehensive training, professional development, resume building and networking opportunities:

- internships and field work opportunities for graduate and undergraduate students
- coaching positions with continuing education and leadership opportunities
- great summer schedule
- competitive compensation
- employee referral bonus program

What will you do all summer (in addition to having fun with campers and fellow team members)? An Administrative Specialist is responsible for:

- Providing administrative support to the Site Director, colleagues, and camp families by performing general clerical, receptionist, and project-based work during day camp
- Serving as a liaison between Jr. 76ers Camps and camp families; assist with enrollment, admissions, and camp operations
- Providing a safe and fun learning environment and serving as a positive role model

Position Objective/Purpose

Jr. 76ers Camps is hiring motivated administrative professionals who believe in our mission, build positive relationships, and ensure the well-being of our campers.

Position Scope Factors

Some travel may be required

Hours: 8:00 am - 4:15 pm (Monday-Thursday), 8:00 am-4:30 pm (Friday). Schedule may vary depending on location and week.

Essential Job Functions Responsibilities

- Serve as a point person for camp families; respond to inquiries in-person as well as over the phone
- Call camp families to confirm enrollment or discuss camper needs
- Greet campers and their guardians upon their arrival each day; collect lunches and transition campers
- Perform general clerical duties such as copying, mailing, and filing
- Maintain inventory of camp supplies and complete assigned paperwork
- Work effectively and collaborate with co-workers
- Complete assigned paperwork
- Serve as a positive role model to campers
- Exhibit Jr. 76ers Camps Core Values always and adhere to all company policies
- Follow the Jr. 76ers Camps Code and always maintain the Jr. 76ers Camps Look (uniform appearance)

- Demonstrate Jr. 76ers Camps Virtues of Character (Gratitude, Respect, Trustworthiness, Effort, Kindness, Positivity, Resilience, Community) in camp daily
- Have fun and have that trait be recognizable by staff and campers.
- Other responsibilities as assigned

Essential Job Functions - Working Conditions and Physical Requirements

- Push/pull, lift and carry a minimum of thirty-five (35) pounds across campus
- Respond to emergency situations
- It is understood you will complete all trainings and pre-employment credentials required by ESF and the state you are working in.
- Possess physical capacity to fulfill all essential job functions responsibilities listed above

Position Competencies for Success

- Understand and support the mission of the organization
- Commit to the growth and development of Jr. 76ers Camps players
- Work effectively with others in all levels of the organization in a professional manner
- Be responsible, reliable, and safe
- Always have a positive, can-do attitude
- Be patient, caring and creative
- Produce consistent, high-quality work
- Demonstrate excellent judgment; identify problems and work quickly to find solutions
- Be a flexible, adaptive and a team player
- Desire to make a difference in the life of a Jr. 76ers Camps player

Experience Requirements

- Minimum 2 years of experience working in an administrative and/or customer service role
- Previous experience working with children preferred
- Basic accounting skills with a high degree of accuracy
- Knowledge of Microsoft Office, especially Excel

Education Requirements

- Bachelor's degree required

Other Skill Requirements

- Outstanding communication skills: These include the ability to use oral and written skills that are clear, concise, and grammatically correct in all aspects of professional interaction with campers, their families, peers, leadership team and the larger community.
- It is understood you will complete all trainings and pre-employment credentials required by Jr. 76ers Camps and the state you are working in.

Covid 19 Health & Safety Protocols

Jr. 76ers Camps have developed and will be implementing an Advanced Safety Plan to ensure our campers, team members, and parents thrive in a safe environment. This plan includes detailed safety measures in the following areas. Team members will be trained on all protocols and full compliance is expected.

- Limited enrollment and smaller group sizes
- Camper & staff screening with use of Personal Protective Equipment (PPE)
- Cleaning, disinfection & handwashing
- Premier outdoor facilities
- Reasonable contact reduction, including social distancing practices
- Symptom Management Action Plan
- Specialized Safety Training

Reporting Relationship(s)

- Reports directly to the Director