



## **Summer Camp Welcome Desk Team Member (Seasonal)**

### **About Summer at St. John's**

We create safe, inclusive, and choice-driven programs that grow with your child. Our developmentally appropriate camps are shaped by our community values, leaving a lasting impression upon all campers and staff for years to come. Summer at St. John's community values are at the core of every decision we make. We encourage:

- **Kindness:** Promoting stronger, more harmonious relationships and communities.
- **Community:** Building strong bonds and a sense of belonging among campers and staff.
- **Honesty:** Fostering trust and cooperation, contributing to personal and societal well-being.
- **Respect:** Teaching respect for oneself, others, and the environment.

### **About St. John's Prep**

St. John's Prep is an inclusive, Catholic, Xaverian Brothers Sponsored School for young men in grades 6 through 12. Founded on the Xaverian values of compassion, humility, simplicity, trust, and zeal, we educate students to be, do and stand for good in the world. We enroll approximately 1,500 students from more than 90 communities in Massachusetts, New Hampshire, and Maine.

### **Position Overview and Responsibilities**

The Summer Camp Office Assistant will work closely with the camp administrative team to provide administrative support, manage camper registrations, handle inquiries from parents and guardians, and assist with various office tasks. The ideal candidate will be highly organized, customer-focused, and capable of multitasking in a fast-paced environment.

### **Skills and Competencies**

- **Administrative Support:** Assist with various administrative tasks, including data entry, filing, photocopying, and organizing documents to ensure smooth office operations.

- **Camper Registration:** Process camper registrations, collect fees, and maintain accurate records of camper information, ensuring all required forms and waivers are completed and filed appropriately.
- **Communication:** Serve as a point of contact for camper families, responding to inquiries via phone, email, or in-person with professionalism and courtesy, providing information about camp programs, schedules, and policies.
- **Office Management:** Maintain office supplies inventory, replenish supplies as needed, and ensure the office area is clean, organized, and presentable for staff, campers, and families.
- **Assistance to Camp Leadership:** Provide administrative support to camp directors and other camp leadership staff, including scheduling appointments, preparing materials for meetings, and assisting with special projects as assigned.
- **Data Management:** Assist in maintaining camper and staff databases, updating information as needed, and generating reports to support camp operations and decision-making.
- **Collaboration:** Work closely with other camp staff members, including counselors and activity leaders, to ensure effective communication and coordination of activities and information.
- Camp staff day is 8:30AM - 4:15PM, with a 30 minute unpaid break.
- Other duties as assigned.

### **Education and Experience**

- High school diploma or equivalent; enrollment in or completion of post-secondary education preferred.
- Previous experience in an office environment or customer service role is desirable.
- Strong organizational skills and attention to detail, with the ability to multitask and prioritize tasks effectively.
- Excellent communication and interpersonal skills, with a friendly and professional demeanor.
- Proficiency in Google Workspace and willingness to learn camp-specific software systems.
- Ability to work independently with minimal supervision and as part of a collaborative team.
- Passion for working with children and families in a camp or recreational setting.

### **Physical Requirements:**

- Standing/sitting for long periods of time.
- Bending, lifting, pushing, kneeling, crouching, crawling, stooping.
- Must be able to lift up to 50 pounds.
- Must be able to reach at and above shoulder height to access higher areas of equipment, etc.

- Must be capable of adapting to frequent changes in position throughout the workday.
- Hearing and speaking to exchange information in person or on the telephone.
- Use of hands and fingers for manipulation, and using computer keyboard, educational tools, play equipment, and perform first aid and CPR.
- Specific vision abilities required include close vision, distance vision, color vision, and depth perception.

Summer at St. John's is committed to building a diverse and inclusive community. We welcome applications from underrepresented groups. We seek applicants who demonstrate a commitment to multiculturalism and diversity that is manifested in work with all those who engage with Summer at St. John's.

Interested candidates are asked to apply via [CampBrain](#). Questions can be directed to Laurel Grady at [summeratstjohns@stjohnsprep.org](mailto:summeratstjohns@stjohnsprep.org).

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