

CAMP STELLA MARIS  
JOB DESCRIPTION (Updated 4/2021)

POSITION: Administrative Assistant – Part-time

Reports to Business Manager.

RESPONSIBILITIES:

Provide exceptional customer service in all aspects of the organization following the philosophy and mission of Camp Stella Maris. This position serves as main administrative support for the management staff but also serves as general support to the year-round staff. This is accomplished through a wide range of administrative functions.

1. Board of Directors:
  - a. Responsibilities include:
    - i. Reserves locations for scheduled meetings.
    - ii. Orders meals for meetings.
    - iii. Distribute materials to all board members.
    - iv. Complete required paperwork.
2. Communication and email:
  - a. Responsibilities include:
    - i. Greet customers.
    - ii. Distribute calls and general emails to appropriate persons and departments.
    - iii. Respond to general email inquiries.
    - iv. Answer calls for vacationing staff.
    - v. Process incoming and outgoing Camper/parent emails.
    - vi. Register campers through incoming phone calls.
3. Donors:
  - a. Responsibilities include:
    - i. Manage donors in CampMinder.
    - ii. Record receipt of gifts.
    - iii. Prepare pledge reminders and acknowledgements.
    - iv. Maintain accurate mailing lists.
4. Assist with Marketing and Development efforts.
  - a. Responsibilities include:
    - i. Coordinate timelines for solicitation materials and publications.
    - ii. Assist in mailing appeals, registration materials and event invitations.
5. Finance:
  - a. Responsibilities include:
    - i. Process bank deposits.
    - ii. Run credit transactions.
    - iii. Verify camp store income.

6. Inventory:
  - a. Responsibilities include:
    - i. Maintain office supply inventory
    - ii. Order and distribute store inventory.
7. Assist year-round staff:
  - a. Responsibilities include:
    - i. Maintains regular communication with Executive Director on outstanding and urgent issues.
    - ii. Assists Office Manager with accounting responsibilities and special projects as assigned.
8. Other duties as directed.
9. Must adhere to all applicable federal and state laws and regulations including, but not limited to, those governing confidentiality, privacy, program, billing and documentation standards.
10. All duties must be performed in accordance with CCDR's corporate compliance & ethics program.

#### QUALIFICATIONS:

Associate degree or minimum of 5 years office experience.

Ability to maintain effective public relations between camp and consumer.

Must become familiar with total camp operation.

Experience with database management and spreadsheets.

Possess high moral character.

Passionate, versatile, energetic, creative, imaginative, and enthusiastic about camp.

Ability to relate well with children, staff, and parents of both.

Ability to perform under stress.

Must have reliable transportation and possess a valid NYS driver's license.