



Connecting, empowering, and transforming  
lives for kids living with Type 1 Diabetes

## **Camp Sweet Life Administrative Assistant Job Description – April 15, 2024**

### **Purpose**

The role of the administrative assistant is to ensure efficient and timely operations to support and enhance the work of the organization. The administrative assistant will work under the supervision of the Board of Directors and Executive Director of Camp Sweet Life Adventures, Inc.

The administrative assistant will collaborate with the Board of Directors, Executive Director, Medical Director, and other key staff and volunteer leads.

### **General Administration Support activities include:**

- Office support (phone, voicemail, e-mail, website, office supply ordering, filing, preparation of mail outs including correspondence, thank you notes and tax receipts) (Home Office)
- Maintain the electronic communications network for the organization (both internal and external) and send out regular notices and/or updates.
- MailChimp – maintain and constantly update our Camp Sweet Life mail chimp contact list and send out monthly posts in conjunction with Board of Directors, other Committees, and other staff.
- Website – support other staff, Marketing Committee and Board Members to make sure our website is up to date and attention drawing for our viewers.
- Social Media – Work diligently with our CSL Connects/Marketing Staff person to determine a Marketing Schedule of posting on FB, Instagram, Twitter, CSL website and any other social avenues. This includes responding to FB messenger inquiries.
- Support the work of the Board of Directors. Carry out other specific projects as determined by the Board of Directors, Executive Director, and CSL Connects/Marketing Staff person.
- Support the work of the general committee meetings with preparation of materials and outreach items for meetings, and or events.
- Support the organization’s ability to respond to emergencies and urgent issues.
- Support the work of the special projects with preparation of materials and outreach.
- Assist with transcription and submittal of grants.
- Maintain effective working relationships with Board, staff, and customers.
- Complete annual PCI compliance through Gratis platform to maintain payment system

### **Administration Support for Camp include:**

- Create and send save the date cards.
- Prepare annual camp brochure and posters for advertising purposes with coordination of CSL Connects/Marketing Staff and Committee.



- Ensure camper information is documented correctly and retained per retention schedule.
- Process annual camp registration for campers, staff and volunteers.
- Develop and maintain camp forms, documents, training manuals, and files as needed for annual camp sessions.
- With the help of the Camp Director in the development of emergency procedures for the camp
- Team together with Camp Director, Medical Staff, Counselor Lead and Camp Committee Team with the recruitment and selection of staff and volunteers for camp
- Assist Medical Director (or designate) with the scheduling of medical staff and creating finalized schedules for distribution.
- Coordinate with medical staff lead for med staff cabin assignments
- Monitor deposits generated from CampViews via PayPal or Gratis in relation to camp registration transactions.
  - **Note:** occasionally money will come in for camp fees that admin needs to keep track of, document, and communicate.
- Monitor billing with CampViews.
- Create registration via CampViews.
- Monitor and maintain list via CampViews.
- Respond to individual issues with CampViews registration (phone calls to walk thru the process).
- Send registration confirmation emails to parents OR notice of wait list
- Track payments and send invoices to those that have not paid in full
- Send out camp information emails to parents (camp arrival times, camp updates, rules, cabin assignments etc). in the months leading up to camp.
- Conduct audits on camper accounts; send late notices if necessary.
- Create camper files; print registration and med info sheets, Ziploc bags, etc.
- Create binders and cabin lists.
- Assign campers to cabins based on age group
- Coordinate with the Counselor Director to assign counselor and CIT staff to cabins
- Send & track all staff commitment forms, staff manual, and CampViews registration
- Notify Staff of expected arrival times, cabin assignment and any other important camp updates as they come in via Camp Director, Board or committee meetings.
- Share staff and/or camper updates or changes with camp Nutritionist, medical staff, and camp social worker. This includes food allergies, medical allergies, potential behavior problems, etc.

### Qualifications

- Minimum of 3 years demonstrated experience in office administration.
- Excellent computer skills in word processing, database management, and electronic communication software
- Excellent spoken and written communication skills.
- Excellent ability to organize.
- Ability to manage multiple tasks and prioritize.
- Excellent teamwork skills
- Strong volunteer coordination skills