



Tate's Day Camp

Office Assistant Job Description - Seasonal

Overview

The Office Assistant plays an essential role in helping Tate's Day Camp run smoothly during its busiest months. As part of the administrative team, you'll support parents, staff, directors, and campers by ensuring communication flows well, office tasks stay organized, and guests feel welcomed throughout the day.

This job is ideal for someone who is upbeat, dependable, detail-oriented, and enjoys helping people. You'll work closely with the Office Manager, learn how the camp operates behind the scenes, and gain valuable experience in customer service, administration, communication, and problem-solving — all with the warmth and energy of “The Fun Professionals.”

What You'll Love About This Job

- Daytime hours with evenings and weekends off
 - A friendly, welcoming work environment
 - Developing practical skills in communication, office operations, and customer service
 - Working alongside encouraging, energetic team members
 - Interacting with wonderful camp families every day
 - Being part of a fast-moving, meaningful youth-focused organization
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Position Details

- **Seasonal employment:** April through the end of July
 - **Schedule:**
 - ◆ April: Part-time hours
 - ◆ May–July: Full-time hours
 - ◆ Mondays may begin as early as 7:30–8:00 a.m. with longer days
 - ◆ Tuesday–Friday usually 10:00 a.m.–6:00 p.m.
 - **Base Pay: \$14.00 per hour**
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Minimum Qualifications

- High school graduate or equivalent
- Strong communication and customer-service skills
- Ability to work with Microsoft Office and similar software
- Ability to accept supervision and feedback
- Good character, integrity, adaptability, enthusiasm, patience, and self-control
- Ability to maintain confidentiality and handle sensitive information

- Ability to fulfill all Essential Functions of this job
- Successful completion of a background check and drug test

Responsible To

Office Manager • Camp Directors

Core Responsibilities

1. Provide Excellent Customer Service

Specific Responsibilities:

- Professionally answer phones and assist callers with questions or registration needs
 - Greet guests in person with warmth, friendliness, and professionalism
 - Keep all camper and staff information confidential
 - Provide accurate information to families about camp events, schedules, and procedures
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2. Support Office Operations

Specific Responsibilities:

- Scan, file, and organize camper forms, medical records, receipts, and staff documents
 - Make copies of handbooks, menus, forms, and printed materials
 - Assist with data entry and basic camper/staff information lookup
 - Help maintain office inventory and notify the Office Manager when supplies are needed
 - Run local errands (mail, groceries, post office, etc., as assigned)
 - Help keep the office tidy — including trash, vacuuming floors, and bathrooms
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3. Assist with Camper Care

Specific Responsibilities:

- Help provide basic, non-medical care to campers in the office clinic
 - Log all clinic visits in the Infirmary Health Notebook
 - Communicate appropriately when a parent must be notified
 - Ensure campers are safe, comfortable, and directed back to their group when ready
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4. Support Attendance & Rosters

Specific Responsibilities:

- Help check weekly rosters for accuracy
 - Call families of no-show campers
 - Understand lunch menus and help ensure the chef receives accurate weekly meal counts
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5. Assist with Special Events & Communications

Specific Responsibilities:

- Assist with Open Houses, Family Nights, and Campouts
 - Support mailings, shirt inventories, and materials distribution
 - Make reminder calls for payment due dates
 - Assist in giving tours once trained
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6. Support Hiring & Personnel Tasks

Specific Responsibilities:

- Call and check references for new hires
 - Help keep office areas organized for staff paperwork and onboarding
 - Assist with documentation and filing for new and returning staff
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The Tate's Standard

Office Assistants represent the professionalism and warmth of Tate's Day Camp. The way you answer the phone, greet families, solve problems, and stay organized reflects our values of kindness, integrity, safety, and building people up — never tearing them down. You help ensure camp feels welcoming, smooth-running, and full of positive energy.

Additional Notes

This job description is not exhaustive. Duties may be reassigned or expanded as needed to maintain smooth, efficient, and friendly office operations.

Essential Functions of the Job

These functions are fundamental to the Office Assistant role. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

1. **Ability to communicate clearly and professionally** with parents, staff, campers, and visitors in person and by phone.
2. **Ability to observe and assess office needs**, respond to administrative tasks, and manage workflow efficiently.
3. **Ability to maintain confidentiality** and handle sensitive information appropriately.
4. **Visual and auditory ability** to read documents, hear callers, and identify concerns or questions requiring attention.
5. **Physical ability** to sit or stand for extended periods; lift, carry, or move office supplies up to 25 pounds; and move throughout the office and campus for various tasks.

6. **Ability to maintain emotional regulation and focus** in a fast-paced environment with frequent interruptions.
7. **Ability to work indoors and outdoors**, including occasional exposure to heat or inclement weather when assisting with tours or errands.
8. **Ability to multitask**, prioritize responsibilities, and follow established procedures accurately.