



**The mission of DYF is to improve the quality of life for children, teens and families affected by diabetes. The organization provides recreation and education within a supportive community, encouraging personal growth, knowledge and independence.**

## POSITION DETAILS

Position Title:	Office Assistant
Reports to:	Camp Director
Functional Area:	Support Team
Employment Status:	Seasonal, Non-exempt

## POSITION PURPOSE

The Office Assistant is responsible for all administrative and clerical duties within the front camp office.

## KEY RESPONSIBILITIES

- Manage the Front Office in a professional and organized manner.
  - Answer phones and direct questions and messages to appropriate staff members.
  - Prepare and organize all staff and camper paperwork.
  - Organize outgoing and incoming mail and packages.
  - Keep office tidy and clean.
  - Provide exceptional customer service to participants, volunteers, and staff.
- Monitor and maintain office supplies.
  - Keep accurate inventory of all office supplies and equipment.
  - Place orders for new supplies in a timely and cost-efficient manner.
  - Unload shipments of supplies and equipment.
- Assist Camp Director in administrative duties.
  - Assist in maintaining filing system and other office procedures.
  - Update and maintain office policies and procedures.
  - Manage and update schedules.
  - Other duties as assigned.
- Contribute to verbal and written evaluations and communication as requested.
- Make copies, scan and fax documents.
- Perform work-related errands as requested, including going to the post office, picking up/dropping off staff members, etc.
- Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and functions.
- All staff members are expected to form positive and professional relationships with all of the camp teams including counselors and program team members, kitchen team members, maintenance team members, and healthcare professional volunteers.

## EQUIPMENT USED

- The Office Assistant may be asked to use specific equipment while on or off camp. These include but are not limited to:
  - Computers
  - Copy machines
  - Phones
  - Vans
  - Diabetes supplies

## STATEMENT REGARDING QUALIFICATIONS

DYF does not expect every applicant to have every skill and qualification listed here, and we are committed to the professional development of our employees. A strong candidate who is interested in growing and learning in this role might be a good fit if they can demonstrate some or most of the qualifications listed below.

## ESSENTIAL QUALIFICATIONS

- Prior experience working in an office setting is preferred.
- Must be able to obtain or become certified in First Aid/CPR and AED for infant, child, and adult.
- Must submit health history record and examination form prior to first day of work.
- Ability to interact with all age levels in a professional manner.

## DESIRED QUALIFICATIONS

- Excellent communication skills with people of all ages in oral and written forms.
- Ability to relate to youth and adults in a positive manner.
- High level of professionalism and mature conduct in an office setting.
- Ability to take initiative on projects and jump into assigned tasks.
- Ability to relate to fellow staff members and volunteers in a positive team-oriented atmosphere.

## WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Ability to communicate and work with groups of varying ages and skill levels while providing necessary instruction to campers, volunteers, and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Physical ability to lift at least 50 pounds.
- Endurance for prolonged standing, bending, stooping, walking long distances, hiking, climbing and stretching.
- Hand-eye coordination and manual dexterity to manipulate outdoor equipment and camp activities including insulin administration and blood checking.
- Average range of hearing and eye sight to record, prepare, and communicate appropriate camper activities and programs.
- Willingness to live in a camp setting and work irregular hours with limited or simple equipment and facilities with daily exposure to sun, heat, and animals such as bugs, snakes, bears, & bats.
- Full vaccination against COVID-19.

## COMPENSATION

\$15.50 per hour, 8 hour shift per day. \$31 per day deducted for meals and lodging.

## STATEMENT REGARDING INCLUSION

DYF believes that all of our stakeholders deserve access to culturally relevant and inclusive programming. We strive towards fostering a culture where our staff are represented and honored for their identities and lived experiences. We recognize that this work is ongoing, and we strongly encourage people from all backgrounds to join us in this process, particularly people with disabilities, people of color, veterans, and LGBTQ+ community members. The person selected for this role must value and advocate for equity and inclusion.

## TO APPLY

Visit the DYF website at [www.dyf.org](http://www.dyf.org) to submit an application online.  
Please direct any questions about this position to [info@dyf.org](mailto:info@dyf.org)

*This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.*

*DYF is an equal opportunity employer and does not discriminate against applicants or employees with respect to any terms or conditions of employment on account of race, color, national origin, ancestry, sex, sexual orientation, age, religion, creed, physical or mental disability, medical condition, marital status, citizenship, military service status, or any other characteristic protected by state or federal law or local ordinance.*