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**

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Office Assistant</th>
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</thead>
<tbody>
<tr>
<td>Reports to:</td>
<td>Camp Director</td>
</tr>
<tr>
<td>Functional Area:</td>
<td>Support Team</td>
</tr>
<tr>
<td>Employment Status:</td>
<td>Seasonal, Non-exempt</td>
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</tbody>
</table>

**ABOUT DYF**

DYF is a mission-driven organization dedicated to improving the lives of children, teens, and families affected by type-1 diabetes. Founded in 1938, the organization is a leader in helping children and their families gain confidence and mastery in managing diabetes through weekend and week-long camps and educational programs that serve more than 1,500 individuals annually. DYF believes that every child with T1D, and their family members, should have the benefit of our lifesaving programs and works year round to raise the necessary funds to meet the demand for our services.

**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.
STATEMENT REGARDING QUALIFICATIONS

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.

COMPENSATION & BENEFIT INFORMATION

$16 per hour, 8-hour shift per day. Meals and lodging included.

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.

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 to submit an application online.
Please direct any questions about this position to 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.