
JOB TITLE: ADMINISTRATIVE ASSISTANT

Position Overview:

The Administrative Assistant plays a key role in supporting the day-to-day administrative operations of Camp Kahquah. This position is responsible for managing camper registrations, coordinating communications with families and guests, and providing organizational support across camp programs.

Working closely with the Executive Directors and staff team, the Administrative Assistant helps ensure a smooth, welcoming, and well-organized experience for campers, families, and retreat guests.

Compensation & Work Schedule

- This is a salaried position averaging approximately 20 hours per week annually
- September – June: Approximately 16 hours per week, primarily remote
- July & August: Full-time hours required, with work performed on-site at Camp Kahquah
- Work Location:
 - Remote (September – June)
 - On-site (July & August)
- Additional Requirements:
 - Availability for occasional on-site weekends throughout the year, as required
- Salary TBD based on experience

Key Responsibilities:

Office Administration & Communication

- Manage general office operations, including phone calls, emails, and guest inquiries
- Prepare and distribute communications, including newsletters and emails to campers, families, and retreat guests
- Support preparation of mailings (e.g., camper Christmas cards) and organize camper mail distribution
- Create and print materials such as schedules, signage, and reports

Registration & Camp Systems

- Provide administrative support for registrations (Kids Camp, Family Camp, retreats, and rentals)
- Follow up with “in-progress” applications to assist with completion
- Process payments and maintain accurate records through CampBrain
- Manage bussing schedules and participant lists
- Oversee staff and volunteer documentation within CampBrain
- Administer Staff Support Program paperwork and processes

Customer Service & Guest Experience

- Serve as the first point of contact by welcoming guests and responding to inquiries
- Provide clear, timely, and helpful communication to campers and families



Program & Staff Support

- Provide administrative support to Program Leaders and staff
- Collaborate with departments to supply materials and resources (e.g., printing, signage, schedules)
- Assist with general administrative needs across camp operations
- Assist with interviewing summer staff and managing staff contracts, onboarding, and paperwork.

Donor & Financial Support

- Prepare donor thank-you correspondence as needed
- Assist the Tuck Shop Manager with balancing accounts during Kids Camp and Family Camp

Other Duties

- Carry out additional administrative tasks as assigned by the Executive Directors

Relationships:

The Administrative Assistant reports directly to the Executive Directors and collaborates with:

- Kids Camp & Retreats Coordinator
- Program Coordinator
- Program Directors
- Family Camp Coordinator
- Tuck Shop Manager
- Head Cook
- Facilities Manager

Tools & Systems:

- Platforms: CampBrain, Canva, Google Workspace, Square, Camp App, Mailchimp, Planning Center
- Equipment: Computer and standard office equipment

Qualifications:

- Previous experience in office administration or a similar role preferred
- Proficiency in Google Workspace
- Strong organizational and communication skills
- Willingness to learn new systems and software

Requirements:

- Alignment with the mission and ministry of Camp Kahquah
- High attention to detail and strong organizational skills
- Basic mathematical and data entry accuracy
- Ability to work independently and take initiative
- Strong interpersonal and customer service skills
- Ability to work collaboratively in a fast-paced, dynamic environment
- Interest in developing communication skills, including social media and digital content
- Willingness to learn and adapt to new tools and processes