Camp Fire Inland Northwest Job Posting

The purpose of this form is to detail the specific job requirements drawn from the related Job Class Specifications. Other Information specific or unique to this position is outlined herein.

Position Title:	Office Administrator	**Employee wage:**	$20.00/hr.
Position Location:	Camp Fire INW Office	**Work Schedule:** Camp Fire Inland Northwest's operational hours are Monday-Friday, 8am-4:30 pm (with a 30 min lunch break). Remote work on Fridays is an option during non-summer programing. **Schedule Flexibility:** Occasional evening and weekend work is required based on program, event, and organizational needs. The ability to maintain a flexible schedule when needed is an important aspect of this position.	
Status:	Full time		
Reports to:	Executive Director		

Position Description

GENERAL REQUIREMENTS OF ALL STAFF:

- Support Camp Fire's mission and have a thorough understanding of all Camp Fire programs, philosophy, inclusivity, mission, and Camp Fire Inland Northwest Affiliate.
- At all times conduct yourself in a manner which will reflect favorably on Camp Fire.
- Promote Camp Fire Inland Northwest philosophy to keep our Affiliate speaking with one voice across all service lines and customer interaction.
- Actively work to support and promote Camp Fire Inland Northwest's Inclusion Statement in the workplace and in the community. Act as a champion for youth in the areas of diversity, equity, inclusion, and belonging.
- Accept supervision, guidance, and support.
- Display a willingness to accept a reasonable share of Affiliate responsibilities, and other duties, as assigned.
- Assist with organization's events, as needed.
- Abide by established procedures and policies covered during staff training, in Camp Fire Employee Practices and Guidelines, and Code of Conduct.
- Successfully pass a state, local, and federal background check.
- Successfully pass a search in the U.S. Department of Justice National Sex Offender public database.

REQUIREMENTS SPECIFIC TO THIS POSITION:

- Previous experience in office procedures (i.e., filing, answering telephones, photocopying, greeting public, etc.).
- Excellent written and verbal communication skills.
- Demonstrate a high level of professionalism, confidentiality, and discretion when working with sensitive information, staff, families, youth, donors, and organizational matters.
- Manage and run biweekly payroll through ADP.
- Fluency in Microsoft Office and Google Suite.
- Ability to learn and become proficient in a variety of software platforms.
- Maturity to work under pressure and seek assistance when appropriate.
- Self-motivated and able to effectively manage time.
- Team oriented with the ability to work independently.
- Solution driven with a positive attitude.

SPECIFIC JOB RESPONSIBILITIES:

Customer Service

- Assist customers as they email, call, or walk through the door; this position serves as the first point of contact for Camp Fire Inland Northwest.
- Maintain the general Camp Fire email; reply to inquiries in a timely manner.
- Understand and accurately convey Camp Fire Inland Northwest services to customers and community members.
- Accurately answer questions regarding the registration system.
- Facilitate program registrations, the teen leadership application process, and parent communications.
- Support Camp Fire programs by writing professional communications, including thank you cards, follow up emails, etc.

Administrative Support

- Assist with occasional technical questions.
- Prepare reports and rosters; compile data, as requested.

- Assist with preparation for special events; this includes, but is not limited to, Annual Meeting, Annual Auction, Volunteer Recognition, Camp Service Events, Ghoul Ol' Fashion Fun, etc.
- Support the organization by preparing agendas, calendars, minutes, and other materials, as needed.
- Work with vendors to service office equipment: telephones, copiers, computer systems, etc.
- Provide administrative grant support.
- Maintain inventory of office and program supplies and order supplies, as needed.
- Sort mail and deliver internally to appropriate recipients.
- Contributes to the team by providing administrative support to Affiliate Staff and Board Members, as needed.
- Screen User Group Applications; schedule groups and maintain files.
- Be affluent with the camp registration system (CampMinder).
- Become comfortable working with various technical platforms and programs (WordPress, Zoom, JotForm, etc.).

Program Support

- Submit Background checks for Employees and Volunteers.
- Create and maintain volunteer files for teens and adults; follow up on all volunteer paperwork such as registrations, background checks, and references.
- Assist in community outreach; this includes, but is not limited to, tabling at community events and job fairs.
- Promote Camp Fire Inland Northwest philosophy to keep our Affiliate speaking with one voice across all service lines, and customer interaction.
- Support efforts to increase youth participation in our school year and summer programs.
- Be the primary point of contact for the annual candy fundraiser for the office.
- Print and prepare camp paperwork; this includes but is not limited to punch cards, surveys, etc.

To apply for this position, please send a cover letter and resume to: campfire@campfireinc.org.