

**PROGRAM:** Summer Camp Office

**POSITION:** Summer Camp Office Assistant

<b>Application Deadline</b>	<b>Dates</b>	<b>Wage</b>	<b>Hours Per Week</b>	<b>Must Be Available</b>
	February 18 – August 30, 2019	\$16.00 / hr	40	Days Evenings

**DEFINITION:** DPR's Summer Camp Office offers a variety of exciting urban camping opportunities for youth ages 3 to 17. These opportunities include sports camps, aquatic camps, therapeutic camps, and other day camps. The Summer Camp Office manages the administrative tasks associated with DPR's Summer Camps including registration, payroll, attendance, and program monitoring and evaluation.

**EXAMPLE OF DUTIES:**

- Register customers using DPR's Web Trac registration system
- Obtain thorough knowledge of DPR summer programs
- Answer telephones and email inquiries regarding DPR summer programs
- Attend to walk-in customers
- Assist with the facilitation of the Reduced Rate application period
- Assist with summer camp staff time and attendance tracking as well as payroll processing
- Assist with the maintenance of DPR's summer camp waiting list
- Perform other duties as assigned or needed

**MINIMUM QUALIFICATIONS/EDUCATION/EXPERIENCE:**

- Four-year college degree or 2 years of experience in field required
- Must have computer skills including but not limited to the use of Microsoft Office, the internet, and email
- Familiarity with online databases preferred but not required
- Must be able to identify and solve problems in a fast paced environment
- Ability to work on a team and accept supervisory instruction
- Ability to work well with children, youth, and adults
- Previous camp experience in a leadership position preferred
- Must have excellent customer service skills