

Administrative Assistant

Neil Klatskin Summer Camps is located at the Kaplen JCC on the Palisades in Tenafly, NJ and is looking for an Administrative Assistant for our day camps for 3-8 year old campers and specialty camps for campers entering 3rd grade and up from June 1st –August 31st.

Minimum Qualifications:

- Customer service experience
- Strong communication and problem solving skills
- Desire and ability to work with children, teens, and adults in a camp setting
- Very detail oriented
- Proficient in computer skills

Responsible to: Camp Registrar

Schedule:

Pre-Camp Season: 10-20 hours per week from June 4th through June 22nd, including but not limited to Staff meetings, staff orientation, Parent Orientation, Open House, and administrative tasks.

During Camp Season: Monday through Friday 8:00am-1:00pm, weekly meetings from 7-9pm.

General responsibilities include:

Pre- camp

- Assist in camp registration
- Assist in communication with parents
- Assist with camp collections
- Assist in ordering supplies and equipment
- Participate in all staff orientations, Camper Open House, Late Nights, Theme Days
- Assist with room reservations, tours, and information sessions
- Assist with updating and maintaining camp databases
- Administrative Tasks including but not limited to emails, phone calls, attendance, and filing

During camp:

- Assist in camp registration
- Assist in communication with parents
- Assist with camp collections
- Assist in ordering supplies and equipment
- Participate in all staff orientations, Camper Open House, Late Nights, Theme Days
- Assist with room reservations, tours, and information sessions
- Assist with updating and maintaining camp databases
- Administrative Tasks including but not limited to emails, phone calls, attendance, and filing
- Assist with daily arrival and dismissal as well as attendance
- Work with the leadership team to provide reports, reminder notices, and rosters as needed
- Assist with preparing for ACA Accreditation and Board of Health requirements
- Evaluate season and make suggestions for the following season

Other duties as assigned.

Please send resume to: Melissa Peters, Assistant Camps Director, Mpeters@jccotp.org

EOE