

Administrative Assistant

SEASONAL: LATE MAY – MID AUGUST



POSITION:

The Office Team at Camp Wicosuta consists of an Office Manager and Two Administrative Assistants. The Office Staff plays a crucial role in ensuring smooth day-to-day operations by managing administrative tasks, providing support to camp staff, parents, and campers, and maintaining an organized and welcoming camp environment.

This position requires strong organizational skills, effective communication, and the ability to handle multiple responsibilities efficiently.

RESPONSIBILITIES:

- **Administrative Support:** Provide daily administrative assistance to the camp's leadership team and staff. Tasks may include preparing documents, organizing supplies, and completing various clerical duties.
- **Phone Management:** Answer incoming phone calls in a friendly and professional manner. Direct calls to the appropriate staff members and respond to parent inquiries, providing updates as needed.
- **Mail Handling:** Collect, sort, and distribute incoming and outgoing mail for campers and staff. Ensure mail is handled promptly and accurately, maintaining an organized system.
- **Data Entry:** Assist with data entry and maintenance of camp databases. Tracking communication with prospective and current camp families.
- **Camp-Wide Announcements:** Facilitate camp-wide announcements over the camp's communication systems, ensuring timely and accurate delivery of messages to campers and staff.
- **Mailings and Communications:** Assist with the preparation and distribution of camp-wide mailings, including newsletters, schedules, and updates for parents.
- **Visitor Coordinator:** Welcome and assist visitors to the camp office, including parents, vendors, and guest staff. Ensure they receive the necessary information or are directed to the appropriate contact.
- **General Office Duties:** Assist with filing, photocopying, scanning, and other tasks as needed to support the efficient operation of the office.

SCHEDULE & SALARY:

This is a temporary, seasonal position on-site in Hebron, New Hampshire from late-May/early-June to mid-August. The salary is competitive and includes housing, meals, and additional staff benefits. For more info, [click here](#).



Contact

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Email

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ABOUT WICOSUTA

Camp Wicosuta is a traditional sleepaway camp for girls located in Hebron, New Hampshire. We run two distinct sessions each serving 300 campers and 170 staff. Our 3 Cs philosophy is centered on confidence, competence, and community. We offer a diverse range of activities including athletics, aquatics, creative arts, performing arts, and environmental education.

QUALIFICATIONS:

- Currently pursuing undergraduate degree or equivalent professional experience required
- Previous experience in an office or administrative role preferred
- Strong organizational skills with the ability to multitask and prioritize tasks effectively
- Excellent verbal and written communication skills
- Proficiency with Microsoft Office and familiarity with database management
- Friendly and professional demeanor with strong interpersonal skills
- Ability to maintain confidentiality and handle sensitive information appropriately
- Flexible and adaptable to the fast-paced, dynamic environment of summer camp

APPLICATION

Please complete an online application, and a member of our team will reach out to you shortly!

www.campwicosuta.com/staff/positions

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