Title: Camp Administrative Assistant

Department: Camp	Staffing Classification: Seasonal
Reports To: Camp Director	FLSA Status: Exempt
Last Updated: 1/4/2023	Signature:

Job Summary:

Primarily responsible for managing general office and administrative support at Camp. Also responsible for sales, inventory tracking, and financial records of the camp store.

Duties include:

1. Assist with various aspects of summer camp registration, including:
    - Prepare and email welcome packets, invoices, camper forms, session information, etc. to camper families.
    - Track receipt of required camper forms and contact families as necessary to collect completed forms.
    - Contact families as needed to request tuition payments/information.
    - Maintain paper and electronic files.
    - Help families navigate, pay, and upload information to Smirkus registration systems.
    - Use CampDoc software to:
        i. Register and sort campers into sessions.
        ii. Update camper information (contact information, payments, fees, health histories, etc.)
        iii. Provide CampDoc reports as requested by the Camp leadership team.
2. Respond to phone and email inquiries and provide excellent and accurate customer service to camp families and relay messages within the office as necessary.
3. Collaborate with the External Relations department on camper communications.
4. Assist with onsite registration on drop-off days.
5. Provide clerical support for all camp staff as it pertains to their work at camp including copying or printing documents, maintaining office supplies, and filing.
6. Assist Camp Director and leadership team with camp purchasing and budget tracking.
7. Support the Road Show schedules and programming - contact venues, provide directions, create jump day packets, provide camper medical files on travel days, etc.
8. Assist the Camp Director and leadership team with other tasks as needed.
9. Manage the Smirkus Camp Store:
    - Work with Administrative Coordinator to assess/count Camp inventory prior to the beginning of the season.

- Set up and pack up camp store inventory at the beginning and end of the summer camp season.
- Utilize point-of-sale software for accounting and inventory control.
- Set up camper store accounts and maintain accurate records of them throughout each session, return balances to families on pick up days.
- Perform store sales and operate cash register daily including registration and pick up days.
- Perform end-of-day tasks including reconciling cash, credit cards and camper accounts, and reporting to HQ office.
- Check online sales daily for Care Packages and gift cards.
- Prepare Care Packages ordered for campers, sort their sales on the indicated spreadsheets, and reconcile in POS.
- Count and maintain store inventory throughout the season, preferably at the end of each session.
- Monitor inventory levels and request inventory transfer from HQ or Tour stores as needed.
- Create product displays.
- Keep store organized, tidy and cleaned on a regular basis.

Desired skills: excellent communication and customer service skills; self driven and ability to take initiative; strong organizational skills are a must; computer experience required and experience with Excel-style organizational spreadsheets strongly favored; computer experience adequate to operate sales/inventory POS software or ability to learn quickly; ability to maintain the basic financials of Camper accounts; running a cash register; making change.

Working Conditions: work is normally conducted both indoors and outdoors, in the camp office, and at the concessions store on site. Must be able to lift 50 pounds. Should like kids, circus, silliness and enjoy working in a fast paced, dynamic and fun environment.

SUPERVISION: Supervision is received from the Camp Director.

SALARY: Base: $650/week. Room and Board included

A PROMISE OF INCLUSION

Circus Smirkus celebrates all types of peoples, cultures, and skills to showcase the multifaceted triumph of human abilities, particularly among our youth population. Joining Circus Smirkus – as a participant, an employee, a volunteer, or an audience member – means you belong. And to all who join, Smirkus asks for you to embrace our values and to help us create joy and magic for everyone who encounters a Smirkus program. We commit to providing everyone equal opportunity to shine— both in and out of the ring.