



Administrative Specialist Job Description

Title: Administrative Specialist
Reports to: Assistant Camp Director, Residential Life

The Administrative Specialist will further the mission of Roundup River Ranch by supporting the Program and Medical Departments to ensure efficient and smooth day-to-day operations. The Administrative Specialist will provide general administrative and clerical support.

Job Responsibilities

- Perform clerical tasks including mailing, scanning, faxing and copying
- Help maintain electronic and hard copy filing systems
- Field telephone calls and perform outreach telephone calls
- Create spreadsheets, Word documents, and presentations
- Greet and direct guests/visitors
- Run labs to local medical facilities (up to 40 minutes away) using camp vehicle
- Assist in the preparation of schedules and reports
- Support preparation of Volunteer Orientation by compiling packets, and gathering materials
- Provide work direction to Administrative Volunteers
- Support Camper Recruiter with daily tasks, including maintaining communications with camper families
- Provide support to the Media Specialist
- Provide support to all staff and departments by assisting in daily office and camp tasks
- Other duties as assigned

Safety

- Assist in the coordination of emergency procedures
- Nurture a culture of safety amongst all staff
- Ensure that camp policies related to media are being practiced at camp

Summer Staff Team Responsibilities

- Act as a positive role model for campers, volunteers, and staff
- Actively participate in staff training
- Ensure camp property is respected
- Be present and punctual for all staff meetings
- Integrate and support all volunteers and special guests
- Be supportive of other members of the team, and address concerns professionally and with the assistance of the rest of the support team
- Maintain camper and colleague confidentiality at all times, and respect the confidentiality of support team discussions/responsibilities
- Undertake duties from time to time in accordance with the overall purpose of the job or as deemed appropriate by the Camp Director
- Abide by and comply with all policies and procedures as listed in the staff contract, manual and in staff orientation
- Support camp shut down for each session

Qualifications

- Passion for the Roundup River Ranch mission
- Age 19 years old, or older
- A current and valid driver's license
- Strong organization skills
- Excellent interpersonal skills
- Well-developed written and oral communication skills
- Previous experience working with children and/or special needs populations is preferred
- Prior camp experience is preferred

Special Conditions

This is a residential position required volunteers to stay on site during camp sessions. Accommodation will be provided for the duration of the contract and meals will be provided while camp is in session.

Essential Functions

Roundup River Ranch camp staff will be expected to:

- Be able to identify emergency situations, either by seeing them happen, hearing cries for help, or hearing the emergency alert siren and bell.
- Have the strength, endurance, and physical skills to respond quickly and appropriately to emergency situations, according to written emergency procedures and plans, which may include callings for help, running distances up to a half-mile, and watching to see if campers are responding appropriately.
- Be able to demonstrate or participate in camp activities as they supervise and instruct campers: this will require the ability to walk, sit, climb, kneel, crouch, stoop, and stand.
- Be able to move items (such as canoes, archery and sports equipment, craft supplies, and bicycles) around in the program areas, and collect firewood: this will require the strength and mobility to push, pull, lift, and carry items up to 50 pounds.
- Possess the strength and stamina to maintain constant supervision of campers for the duration of the season given one hour off per day and twenty-four hours off per week of work. Such supervision requires the ability to observe what campers are doing when in close proximity, and the ability to hear what campers are saying when nearby by not necessarily within direct visual contact. Stamina includes the ability to remain alert, friendly, courteous, and patient for the duration of the volunteer's time at camp.

Applications

Applicants are asked to complete an online application. The application may be accessed through our website at www.RoundupRiverRanch.org.