



## POSITION DESCRIPTION

**Mission:** Uniting Baltimore through parks.

Parks & People has worked for more than 30 years to build public-private partnerships that sustain and improve Baltimore's parks and green spaces, with a legacy of investing in projects that revitalize green programs that allow children, youth and adults to learn, grow, and explore their natural environment. Our vision is to ensure that everyone in Baltimore is connected to nature, their community and each other through vibrant parks and green spaces.

SuperKids Camp is a six-week academic enrichment program designed to help elementary school-aged students in Baltimore City improve or maintain their scholastic skills during the summer months. We focus our efforts in the following areas — reading, environmental literacy, character development, basic math skills, and fostering an appreciation of the environment through hands-on learning and field trips.

### OFFICE ASSISTANT (SEASONAL)

DIVISION: PROGRAMS

REV: 02/07/19

SEASONAL, NON-EXEMPT

**MAJOR RESPONSIBILITY:** This position provides general administrative support and assists with major operational functions of summer programming. Administrative duties include assisting with program participant registration collection, data entry and management, and contacting parents, schools and participants. Operational functions will include coordinating, inventorying and distributing camp supplies and materials.

**REPORTS TO:** Program Assistant

#### **ESSENTIAL FUNCTIONS:**

1. Enter and maintain summer program participant information and files
2. Assist with answering office phones and returning messages about camp inquiries
3. Conduct in-office registration of SuperKids Camp participants
4. Assist with coordination and oversight of summer program special events (parent orientation, staff party, graduation, etc.)
5. Coordinate inventory, purchase, disbursement and collection of supplies and materials
6. Conduct final visits with camp sites to finalize all logistics and safety information
7. Troubleshoot and problem solve logistical issues
8. General administrative duties
9. Other duties, as assigned

#### **QUALIFICATIONS:**

##### ***Requirements***

- 2+ years of experience in office setting
- Ability to demonstrate hands-on knowledge of Microsoft Word, Excel, and Google Drive
- Proficient oral and written communication skills

- Must be able to effectively handle fast-paced daily problem solving duties involving participant transportation, parent concerns and logistical issues in a positive manner
- Strong interpersonal skills needed to interact with staff, participants, parents and the public
- Good time management skills and flexibility needed to prioritize tasks and handle multiple concurrent activities which are often associated with deadlines
- Very strong organizational skills
- Ability to work without direct supervision
- Must be able to lift 30 lbs. or more

*Preferences*

- Bachelor's degree
- Bi-lingual (English-Spanish)