



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.

SUMMER OPERATIONS ASSOCIATE

DIVISION: PROGRAMS

REV: 01/23/20

SEASONAL, NON-EXEMPT

MAJOR RESPONSIBILITY: This position provides both general administrative support and most 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 a fast-paced environment with daily problem solving duties that include but are not limited to, participant transportation, parent concerns and logistical issues in a positive manner
- Great customer service skills
- Ability to take initiative
- 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)