



## Summertime Administrative Assistant

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Job Title: Summertime Administrative Assistant  
Department: Programs  
Reports to: Summer Admin Specialist  
Hourly Rate: \$23/per hour  
Location: Hybrid in SF Bay Area

### About Tawonga

Tawonga's mission is to provide recreational and educational programs for children, adults and families that build self-esteem, create a sense of community, foster connection with nature, and develop spirituality and positive Jewish identity. We run programs at our residential campsite next to Yosemite National Park and in the Bay Area, serving 5,000 people a year.

#### About Camp Tawonga's Culture

At Camp Tawonga, we are a caring, collaborative, joyous group of professionals who take great pride in fulfilling our mission and having fun while doing it. We have deep respect for our community, the children and the families who participate in our programs; for nature and the physical world; and for the Jewish value of "tikkun olam" – repairing the world. Our team has taken many different paths to arrive at Tawonga, from growing up as campers at Camp to being brand new to working at a summer camp or even a nonprofit. We are a Jewish organization, and we welcome and are inclusive of all staff and community members, Jewish and non-Jewish alike. We are committed to JEDI (justice, equity, diversity and inclusion) and the ongoing reflection, learning and action required to be aligned with these values and create and sustain a race equity culture.

#### Equal Opportunity Employer

Camp Tawonga is an Equal Opportunity Employer, values diversity and is committed to being an equitable and inclusive environment for all employees. We are committed to building a team that represents a variety of backgrounds, perspectives and skills, and to hiring people of color, LGBTQ+ individuals and women. All employment is decided on the basis of qualifications, merit and organizational need.

#### Job Purpose and Description

The Summertime Administrative Assistant supports the administrative functions of the Bay Area operations of Tawonga's summer programs. This position enables administrative organization, proactive work, and excellent customer service and support.

#### Essential Duties and Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Support camper and family forms collection process, including family follow-up, tracking, and communications
- Support pre- and post- camp administrative tasks including material organization, mailings, etc.
- Respond to parent inquiries including phone and email, ensuring excellent customer service
- Support outreach efforts to fill camp programs, as needed
- Support administrative and programmatic needs of the agency, as needed
- Read camper files and support Alert List compilation
- Work summer Ruach Ride (bus duty) departures and returns + airport pick-ups/drop-offs (as needed)
- Compile paper copies and other materials needed by team at camp
- Manage Lost & Found processes
- All other duties as assigned by your supervisor.

## **Training, Experience, Skills, and Qualities**

### **Required**

- Previous Administrative or Office Experience
- MS Excel/Google Sheets proficiency
- Proficient in Microsoft Office, including Word, Excel, Powerpoint and Google Suite (Gmail, Drive, Docs, Sheets, Forms, etc.)
- Commitment to supporting Tawonga's efforts to promote justice, equity, diversity and inclusion in all programs

### **Preferred**

- Excellent verbal and written communication skills
- Excellent interpersonal and customer service skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Ability to take and implement feedback
- Strong analytical and problem-solving skills.
- Ability to work independently and make appropriate decisions in routine situations

### **Supervision**

- This position reports directly to the Summer Administrative Specialist.

### **Software**

This position will heavily use the following types of software:

- Microsoft Office/Google Suite
- Gmail and Google Calendar
- CampMinder (camper/family database)

- RAMP (expenses software)

### **Physical Demands**

The physical demands listed below are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations will be made that enable people with disabilities to perform the essential functions:

- Typing, writing, reading, hearing, and speaking
- Use of hands and fingers to operate office equipment, especially a computer
- Standing, walking, kneeling, and frequent sitting with some lifting up to 30 pounds

### **Worksite**

- This role is a hybrid position. Camp Tawonga will provide a company laptop, mouse, keyboard, and reasonable accommodations as needed to ensure the employee can work from home.

### **Work Environment**

- Noise level is moderate if working at SF Office, and event locations

### **Other duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties and/or responsibilities that are required of the employee for this job. Job duties, responsibilities and activities may change at any time with or without notice based on the needs of Camp Tawonga.

### **Compensation and Benefits**

This is a part-time, temporary position. The pay for this position is **\$23/per hour** from mid May through mid August. As a part-time employee, this role is eligible for paid sick leave accrual in line with CA and Federal wage and labor laws.