



Job Description

Job Title: Administrative Assistant, Part Time

Department: Administrative/Office

Reports To: Operations Director

FLSA Status: Non-Exempt, hourly

Prepared By: Operations Director

Prepared Date: March 27, 2024

Approved By: Executive Director

Approved Date: April 2, 2024

Summary This position is jointly responsible for general office administration as well as office support for schools, camps, and other groups participating in Wolf Ridge programs.

1) ESSENTIAL DUTIES, RESPONSIBILITIES, AND SKILLS

Reception Duties: Answer and direct phone calls; greet visitors in a friendly and knowledgeable manner and discuss matters relating to Wolf Ridge effectively and accurately; answer requests for information about Wolf Ridge and programs; check and respond to emails and direct them to appropriate staff; update the staff sign-out board and welcome sign.

School, Camp, and Other Group Support: Send pre-arrival packets to campers; ensure pre-arrival forms have been completed as required; reconcile rosters and liability releases with schools and other groups; assist with group check-in/check-out processes; provide office and administrative support to school and other group liaisons and for special events; oversee campus lost and found process and spreadsheet; and input demographic data into appropriate spreadsheets and databases.

General Office Administration: Jointly provide administrative support for other staff as needed; order and maintain office supply inventory; order name tags for employees; check postage machine and order postage; support and maintain all office equipment, including the phone system and phone directory, copier, and postage meter; and general filing and document management.

Mailings and Packages: Prepare outgoing mail and distribute incoming mail; generate mailing labels; set up bulk mailings and take to post office; coordinate shipping and receiving with FedEx, UPS, etc.

Accounts Payable: Scan vendor invoices and input into appropriate Google Drive folders.

Other Duties as Assigned: Respond to management requests for additional support as needed across various operational areas.

2) SUPERVISORY STATUS

None

3) PERFORMANCE EXPECTATIONS

To perform this job successfully, an individual should demonstrate the following competencies and skills:



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Punctuality, Reliability, and Performance - Reliably responds to work needs and conditions, shows up for work on time, consistently meets or exceeds performance expectations and job demands.

Analytical Skills - Ability to read and interpret documents such as operating manuals and instructions.

Problem Solving - Works well in individual or group problem solving situations and exhibits creativity when searching for solutions. Able to deal with unexpected events and meet challenges with resourcefulness and creativity.

Task Management - Prioritizes and plans work activities; completes projects on time and within approved budget; uses time efficiently; works diligently to accomplish duties while looking for ways to improve quality of work.

Customer Service - Responds promptly to customer needs, inquiries and requests for assistance. Demonstrates respect for diversity when interacting with customers; exhibits behavior appropriate to working with children and adults.

Teamwork - Shares expertise with others; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests.

Professionalism - Works occasionally in the presence of children and considers all actions relative to that audience. Uses appropriate language and treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments. Exhibits an overall positive, "can-do" attitude toward work. Promotes a trusting, friendly, and collaborative working atmosphere.

Organizational Support - Follows employee policies and procedures; attends staff meetings as appropriate; supports organization's goals and values; develops and implements cost saving measures and conserves organizational resources as opportunities arise; ensures work responsibilities are covered when absent; responds to management direction.

Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process.

Safety - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

4) EDUCATION AND EXPERIENCE

High school diploma or GED. 2+ years' experience in an office or equivalent setting. College degree preferred but not required.

5) OTHER QUALIFICATIONS

Language and Math Skills

Full professional proficiency in English. Ability to read and interpret documents and correspondence; ability to read and understand operating manuals and instructions; ability to subtract, multiply, and divide



in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute ratios and percentages and to interpret graphs.

Computer and Office Skills

High degree of comfort and familiarity with Microsoft Office and Google Workspace as well as online and cloud-based programs and tools. Proficiency with internet use, spreadsheets, word processing, mail merge, and database manipulation. Comfort and familiarity with all typical office equipment including printers, copiers, fax machines, and multi-line phones.

Certificates, Licenses, Registrations, Screenings

Required: Valid Driver's License and reliable transportation. Satisfactory background screening.

6) PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Employee must be able to do repetitive typing on a computer and other repetitive tasks associated with office work and equipment and phone use. The employee is regularly required to use hands and fingers and reach with hands and arms repetitively in all directions.

Employee must be able to regularly and repetitively lift and/or move up to 25 pounds and occasionally lift and/or move up to 40 pounds.

7) WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate. Time is spent at a desk in an open office space when using the phone or computer. Distractions are common.