



## Office Staff Position Summer 2019

**Job Title:** Summer Programs Office Staff  
**Department:** Summer Programs  
**Reports to:** Mrs. Diane Sutton, Director of Summer Programs  
**FLSA Status:** Non-exempt  
**PDS Status:** Full-time, seasonal, non-benefited

**Employment Opportunity:** Providence Day Summer Programs is seeking qualified applicants for Office Staff positions. This position is ideal for those who enjoy a fast-paced environment, have good decision-making abilities, and are comfortable speaking with both adults and children.

**Dates of Employment:** June 3, 2019 through August 2, 2019, including training prior to active assignment, based on experience.

**Responsibilities:** Will report to Summer Programs Director and Associate Director. Responsibilities may include, but are not limited to:

- Customer service, including answering parent questions via phone, email, and in person; advising parents on program selection
- Processing registrations through the CampMinder system
- Running camp reports and preparing information packets
- Assisting with carpool operations
- Setting up/taking down camp equipment (directional signs, water park, traffic cones, shade umbrellas, etc.)
- Directing and/or escorting campers, families, and groups around campus
- Running campus errands
- Assisting camp directors as needed
- Other related responsibilities

**Qualifications:** Each candidate should possess proficient technology skills and overall initiative. He or she should have superb organizational skills, excellent verbal and written communication skills, and the ability and desire to work effectively as a team member. An upbeat, positive attitude is a must!

**Salary:** Individual hourly rate determined by experience.

**Application Process:** Applicants should submit an employment application online at:

<https://providenceday.campintouch.com/ui/forms/application/staff/App>

**Providence Day School is an Equal Opportunity Employer (EOE).**