



Position: Administrative Assistant
Location: Kamp Kaleo- Burwell, NE
Employment Type: Part-Time

Position Summary:

Kamp Kaleo, a vibrant and mission-driven organization, seeks a dedicated and detail-oriented Administrative Assistant to support its day-to-day operations. This part-time position offers an opportunity to contribute to the smooth functioning of our camp's administrative and organizational needs, ensuring a welcoming and efficient experience for staff, campers, and stakeholders.

Key Responsibilities:

1. **Administrative Support**
 - Perform general office duties, including answering phones, responding to emails, and managing correspondence.
 - Maintain and organize digital and physical filing systems.
 - Prepare documents, reports, and presentations as needed.
2. **Scheduling and Coordination**
 - Manage calendars for camp events, meetings, and appointments.
 - Assist with event and activity coordination, including registration processes and logistical planning.
3. **Data Entry and Record-Keeping**
 - Maintain accurate records of camper registrations, staff information, and financial transactions.
 - Ensure databases are up-to-date and organized.
4. **Communication and Customer Service**
 - Serve as the primary point of contact for inquiries, providing friendly and professional assistance.
 - Communicate camp policies and information effectively to campers, parents, and staff.
5. **Financial Assistance**
 - Handle basic bookkeeping tasks, such as processing invoices and receipts.
 - Assist in monitoring and reporting budgetary expenses.
6. **Support for Camp Operations**
 - Collaborate with camp leadership to ensure the seamless execution of camp programs.
 - Order and maintain office supplies and materials.
7. **Other duties as assigned**

Qualifications:

- High school diploma or equivalent; associate degree preferred.
- Proven experience in administrative or clerical roles.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace.
- Strong organizational skills with attention to detail.
- Excellent written and verbal communication skills.
- Ability to prioritize tasks and manage time effectively in a dynamic environment.
- Friendly and professional demeanor, with a passion for supporting Kamp Kaleo's mission.

Work Schedule:

- Part-time hours (15-20 hours per week).
- Flexible schedule, with occasional evening or weekend availability for events or camp-related activities.

Benefits:

- Competitive hourly wage.
- Opportunity to work in a fun and rewarding outdoor environment.
- Gain valuable experience in facility maintenance and teamwork.
- Any additional benefits include meals, when available, while on shift

How to Apply: Interested candidates should submit their resume and/or request an application to be submitted to the Executive Director, Brad Hindsley, by emailing kampkaleo@gmail.com. Applications will be accepted until [March 1, 2025].