



## *Summer Office Assistant Eagle View Ranch Dubois, Wyoming*

**Position Length:** Mid-May thru mid-August, 2023

**Benefits:** DOE with \$5000 as the base pay for season; room and board is provided

**How to Apply:** Send resume with references to Billy McKemey at [billy@soarnc.org](mailto:billy@soarnc.org)

For more program information: <https://soarnc.org/soar-adhd-summer-camp/>

*SOAR, Inc. is looking for a dependable administrative professional who has the desire to do excellent work with integrity and to support SOAR's mission by acting as the receptionist at SOAR's Wyoming adventure-based program location, Eagle View Ranch, during the summer months. This person needs good customer service and organizational skills, plus a desire to serve and support others. Interest in the outdoors – a plus!*

### **Essential Tasks**

#### ***Administrative Responsibilities:***

- Answer incoming phone calls at Eagle View Ranch, and meet families in person w/ professionalism and courtesy
- Manage phone system: check and change voicemail when appropriate
- Provide clerical support to Directors and other SOAR personnel - proofreading, copying, filing
- Collect, sort and distribute all office email and mail, including Student and Staff mail
- Mail lost and found items
- Manage EVR email
- Ensure adequate office supplies, mailing supplies and materials are on hand
- Assist in staff hiring process by ensuring incoming Staff complete all forms in CampMinder
- Create Staff ID cards / take photos of Staff
- Maintain cleanliness and orderliness of office
- File all Camper paperwork
- Work with North Carolina Administrative Team
- Provide updates to DOP and DBO as needed
- Assist w/ resolving technical issues at EVR such as loss of power, phone service, internet, etc.

#### ***Programming Responsibilities:***

- Collect, sort, and distribute Student Incentives, additional items purchased, t-shirts, etc.
- Prepare end-of-course packets for Campers
- Prepare Course Director (CD) and Staff packets with Student paperwork
- Assist Parents wanting updates from CDs on student progress - set reasonable expectations for update timeline
- Notify CDs in a timely manner once an update has been requested from a Parent and if necessary inform Parent if update will take longer than 2 days
- Act as a member of weekend and summer Registration Team
- Schedule inbriefs and debriefs, drop-off and pick-up
- Email reminders to families
- Prepare and distribute Parent Handout at the beginning of each course session
- Upload achievement reports into Camper notes on CampMinder at end of each session
- Assist Directors with end of summer wrap up
- Other duties as assigned

### **Education/Job Requirements**

- Must be entering second year of college or have two years office experience
- Clear background check
- Valid driver's license with no DUI's
- 1+ year of experience working with youth and/or ADHD/LD preferred
- 2+ years of experience in customer service and/or administration

**Essential Knowledge, Skills, & Abilities**

**Essential knowledge list:** knowledge of office organization; customer service; scheduling

**Essential skills list:** working knowledge of MS programs such as Excel, Word, PowerPoint; working knowledge of Google programs such as Sheets, Docs, Slides, and Calendar; problem-solving skills; planning and organization skills

**Essential abilities list:** able to work independently; attention to detail; honesty; confidentiality; ability to hold others accountable; stand for long periods of time; sit for extended periods of time; able to bend, kneel, push, pull, and lift at least 40lbs; able to work and travel in variety of weather conditions

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. SOAR, Inc. provides equal opportunities to employees and applicants without regard to race, ethnicity, religion, sexual orientation or identity, national origin, age, disability, or veteran status.