



Job Description Assistant to the Program Director

BACKGROUND:

Boston Explorers (BE) is a non-profit summer and school vacation camp for urban young people ages 7-17. The camp offers a wide range of enriching experiences that include citywide explorations, hands-on learning, spontaneous free play, and exercise. Every child is accepted regardless of family resources. Our staff is a diverse group of counselors who have a strong work ethic, demonstrate leadership and maturity, and enjoy the company of children. At [Boston Explorers](#), children do four things every day: *Make things with their hands, Explore Boston, Have fun, and are kind to everyone.* The entire city is our campground!

The mission of Boston Explorers is to give children a sense of mastery and autonomy and cultivate in them a sense of wonder about their city-Boston. Please check out our website at www.bostonexplorers.org.

ABOUT THIS POSITION:

The Assistant to the Program Director will report to and work directly with the Program Director. This is a unique opportunity to work closely with the program director of a successful summer camp.

This is a seasonal position 5 months out of the year. Part-time April through mid-June; Full-time during the camp season (Mid-June through August). In the off-season, the camp office is located at 594 Columbia Road, Ste. 211, Dorchester, MA. The summer season location is TBD.

ESSENTIAL JOB DUTIES:

The ideal candidate should have excellent oral and written communication skills and be able to organize their work using tools like Google documents and typical office equipment. Previous experience as an administrative assistant or office manager and familiarity with camps or urban youth programs is also desirable. Job duties include:

Prior to Camp Season (April - Mid-June) in collaboration with the Program Director:

- Run enrollment/paperwork reports
- Attend Partnership events and Recruitment fairs with the Program Director
- Post updates to social media sites and the camp website
- Monitor Boston Explorer email and phone messages



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- Assist with creating activity calendar for the camp
- Write and distribute email, correspondence memos, letters, and forms
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- May assist with planning social media posts and updates.
- Develop and maintain a camp filing system
- Update and maintain office policies and procedures
- Assist in camp licensure process
- Track Camp inventory and supplies;
- Order office and camp supplies and research new deals and suppliers as needed
- Oversee staff, family and camper correspondence (required paperwork, collecting tuition balances, camp reminders...)
- Set-up and maintain camp databases and Google spreadsheets (on enrollment, donor and other tracking sheets)
- Attend administrative staff meetings.
- Maintain clear and positive written and verbal communication with all camp staff.
- Order office and camp supplies and research new deals and suppliers as needed
- Research potential explorations/activities for summer programs.
- Assist with planning and setting up of orientation
- Other duties as assigned by the Program Director
- Additional Activities that take place Mid-June - End of August
- Assist with facilitation of orientation, trainings and setting up/breaking down of basecamp
- Oversee staff, family and camper correspondence (required paperwork, collecting tuition balances, camp reminders, etc.)
- Set-up and maintain camp databases and Google spreadsheets (on enrollment, donor and other tracking sheets)
- Develop and lead creative development for organizational archival record: (annotated photo book, slide shows, website and print materials/images)
- Participate enthusiastically in all camp activities, providing support and guidance to those assigned as leaders.
- Participate as a member of the camp staff team to deliver camp activities and camp functions.
- Provide general support to visitors

QUALIFICATIONS:

A college degree is required; alternatively, high school diploma with 2-3 years' relevant experience.

Knowledge of youth and youth development is required. We also seek:

- A demonstrated interest in inter_age, multicultural population
- Strong interpersonal skills, organization, and communication skills
- Ability to prioritize
- Flexibility with changing organizational needs in a team environment
- Creative problem-solving skills
- Ability to use general office equipment including computer, fax, and printer
- Knowledge of shared file systems, virtual meetings, Microsoft Office Suite

Fluency in Spanish is a plus.

Compensation will be based on experience (range \$20-23/hour).

EQUAL OPPORTUNITY:

Boston Explorers provides equal employment opportunity to all individuals regardless of their, color, religion, sex, sexual orientation, gender identity, age, disability, national origin, citizenship or marital status.

HOW TO APPLY:

Please send a resume with cover letter to nwright@someoneelseschild.org