Seasonal Facilities Office Support Job Description

Job Requirements

- Must be at least 16 years of age.
- Must be familiar with and enforce all safety, emergency and Camp policies.
- Commit to fostering a community that celebrates our Camp values, which are inclusion, gratitude, possibility, friendship and safety.
- Be flexible with the changing needs of the program.
- The ability to work with a diverse community in a multicultural environment.
- Perform other duties as deemed necessary by Camp leadership.
- Self-motivated and directed, strong communication skills required.
- Must be available to work weekends, as needed.
- The Seasonal Facilities Office Support position is hired nominally from June 1 until the end of September.
- Knowledge of Microsoft Office products and applications.
- Subject to a Criminal Background check.
- This role will be paid hourly at $17.48/hr. for up to 32 hours/week, in person, in Ashford, CT.

Job Summary

Provide office support to the Facilities Department. In fulfilling these responsibilities, the Seasonal Facilities Office Support will, at all times, model and transmit the Camp culture of safety, respect and friendship.

Job Responsibilities

- Provide general office support for the Facilities Department.
- Assist Facilities Office Manager in the day-to-day operations of the office.
- Answer incoming phone calls. Monitor gate access and respond appropriately.
- Log incoming packages and distribute mail and packages to specific locations.
- Process renewals (i.e., Roadside Assistance, staff driver's licenses, EZ Pass, Vehicle registrations and emissions, etc.).

- Responsible for knowing and adhering to the policies and procedures contained within the Camp Manual.
- Other duties as assigned.

Reports to

The Seasonal Facilities Office Support position reports to the Director of Facilities.

Our Commitment to Diversity

In keeping with Camp's core values, Hole in the Wall fosters a community of purposeful inclusion through a commitment to diversity and equity.