

Camping Program Assistant

Position: Camping Program Assistant

Position location: St. Louis, Missouri

Council website: www.stlbsa.org

Position Overview:

Provide administrative support to the program function and professional staff of the Greater St. Louis Area Council, Boy Scouts of America. Directly responsible for development of event registration systems, facility reservations, correspondence, recordkeeping, reporting, filing, and other associated tasks. Supply information and source materials, per the organization's plan, to volunteers and coworkers to ensure the accurate and timely dissemination and retrieval of needed information.

Principal Responsibilities:

- *Deliver exceptional customer service.* Provide consistent, exceptional customer service through daily interaction with customers, coworkers, and the public. Develop personal system to track emails, phone calls, and in-office inquiries to ensure timely response. Work to understand customer concerns and issues and communicate appropriately to help resolve them.
- *Possess a team spirit and professional demeanor.* Maintain: confidentiality, a positive attitude, and a strong sense of professionalism. Utilize a sense of urgency to solve problems and incorporate coworkers in developing effective, transparent solutions.
- *Complete administrative duties.* Prepare and maintain all letters, forms, logs, charts, reports, agenda, minutes, messages, files, calendars, bulk mailings, databases, records, and other items needed by the respective professional staff member. Assist with departmental telephone traffic. Supply information and source materials, per the organization's plan, to volunteers and coworkers. Assist volunteers and coworkers with completing event registrations and facility reservations. Responsible for editing the Camping section of the stlbsa.org website.
- *Comply with established council business procedures,* including accounting of cash and other funds. Submit regular reports and maintain essential business records.
- *Remain vigilant and active with safety.* Always plan for, correct for, teach, and practice safety yourself and with other employees. Notify management of safety concerns.

Special Responsibilities:

- Provide administrative support to the Director of Camping Services and Director of Cub Scout Camping and Activities.
- Produce and maintain event registration for:
 - Cub Scout, Scouts BSA, and Venturing Summer Camps
 - Council activities
 - Order of the Arrow events
 - Other events as requested
- Utilize facility reservation system to:
Produce and maintain property and facility reservation for:
 - Eight council-owned properties with amenities including: camping, climbing, horseback riding, boating, fishing, mountain biking, and more.
 - Council eventsReconcile financial accounting of individual person, unit, district, and council reservations.
- Receipt and ring in register all monies pertaining to activities and events.
- Prepare and maintain onboarding database for seasonal camp staff employees.
- Typing, filing
- Serve as back-up for Program Department.
 - Assist with front-desk operations
 - Answer phones
 - Assist with Eagle Scout completion paperwork
- Fulfill other duties as assigned by the Director of Camping Services or Director of Cub Scout Camping and Activities
- Regularly update the Camping webpage information.

Materials and Equipment Used:

Telephones, scanners, adding machines, computers, printers, copiers, collators, and office supplies.

Physical Activity:

Reaching, standing, walking, pushing, pulling, lifting, talking, and hearing. Able to lift 30 lbs.

Physical Requirements:

Sedentary and light work.

Mental Demands:

Reading, detailed work, confidentiality, problem solving, training, math, reasoning, verbal communication, written communication, customer service, multiple concurrent tasks, and constant interruptions

Working Conditions:

The worker is not substantially exposed to adverse environmental conditions.

Qualifications:

- Possess a high school education or equivalent. Associate's degree is preferred.
- Possess skills in a variety of administrative skills, computers, data entry, copier systems, facsimile machines, telephones, etc.
- Possess strong skills in computers which include the Microsoft Access, Excel, and Word; telephone; management; grammar; and spelling.
- Read and interpret documents and apply critical thinking to perform job.
- Keep a friendly and helpful attitude towards Scouts, Scouters, and the public.
- Possess a professional appearance and telephone presence.

Compensation:

The Greater St. Louis Area Council is an equal opportunity employer. Scouting offers benefits to include medical, prescription coverage, dental, vision, life-insurance, long-term disability, family medical leave, maternity leave, accidental death, a defined benefit retirement plan, plus compensation for authorized and approved business-related expenses. We also offer generous vacation policy and holiday observances.

Starting Pay Rate: \$15.00 per hour.

How to apply:

Qualified candidates must submit cover letter and resume to: hr@stlbsa.org. Only the most qualified candidates will be contacted.