



Office and Adult Programs Assistant

TEAM: OPERATIONS

REPORTS TO: OPERATIONS COORDINATOR

Position Description:

The Office and Adult Programs Assistant is responsible for working alongside the Zephyr Point Adult Program Coordinator to plan, execute, and support summer adult program offerings. As well as work closely with the Program manager to manage all office and administrative tasks. The Office and Adult Programs Assistant will be the primary person responsible for overseeing all administrative tasks in advance of a program and will be the primary support person on-the-ground while a program is in session. The Adult Program Assistant position is best suited for an individual with strong administrative and interpersonal skills who is excited to work with Zephyr Point guests with diverse interests and abilities.

Job Duties:

Responsibilities

- Work alongside the Adult Program Coordinator to plan, execute, and provide support for all adult programs
- Serve as administrative point person for the registration process for all summer programs, fielding participant questions, taking payment, making room assignments, pulling necessary reports, printing conference materials, etc.
- Manage waitlists, phone calls, and emails associated with all summer programs.
- Provide support for adult programs in sessions by answering participant questions, providing support to event faculty, and helping to the program to stay on schedule.
- Maintain a flexible schedule while balancing a variety of activities offerings
- Effectively build rapport with campers, counselors, and Zephyr Point staff
- Role-model inclusive behavior and facilitate a positive group culture
- Maintain high energy, positive attitude, and focus on campers' and counselors' safety and enjoyment of program
- Aid with daily check-in/check-out & transportation for summer programs (when assigned)
- Participation in intentional community as a member of the Zephyr Point Summer Staff
- Other duties may be assigned.*

Qualifications:

Required Qualifications

- A minimum of one year out of High School by June 2024
- Ability to pass a criminal background check
- Strong administrative skills with the ability manage many tasks at a time while maintaining close attention to detail
- Excellent oral and written communication skills and the ability to respond professionally over phone and by email
- Comfortability with making public announcements to large groups
- Passion for supporting successful recreational and educational events for adults from a wide variety of ages, interests, and backgrounds
- Strong decision-making skills, ability to work without direct supervision and adaptable to changing, dynamic environments
- Professionalism in attitude and appearance

- Ability to manage self-care and energy throughout a busy and intense summer season

Required Certifications – Must be obtained by the first day of camp

Certifications must be valid through employment end date.

- CPR/First Aid certification (Provided during staff training week, if needed)
- Youth Mental Health First Aid certification (free online training available)

Preferred Qualifications

- College degree or coursework in communications or other related fields
- Proficiency in Spanish
- Past experience with program or event planning
- Experience facilitating group activities

Required Physical Demands

- Ability to walk and stand on feet nearly 8 hours a day.
- Ability to walk up and down a minimum of 20 flights of stairs a day with campers.
- Ability to withstand long days in the sun and heat as well as cold windy days.
- Ability to carry up to 50lbs

Work Schedule:

The Adult Programs Assistant position begins June 7th, 2024, and terminates on August 11th, 2024. The Adult Programs Assistant is expected to maintain a flexible and changing schedule throughout the summer that is dependent on the programs scheduled for each week. The Adult Programs Assistant will work with Zephyr Point year-round staff on a regular basis to develop a manageable schedule given the program offerings scheduled for the week ahead. Most job responsibilities will take place Monday-Friday 8:00am – 4:00 pm, with occasional evening and weekend activities.

Compensation and Benefits:

- Compensation: \$3,750 total for the summer
- Housing in Lakeview Lodge (June 6th – August 12th)
- Meals provided Monday-Friday through term of employment
- Travel and certification stipends are available

*The statements herein are intended to describe the general nature and level of the position, but are not necessarily a complete list of responsibilities, duties and skills required of employee(s) so classified. As such, responsibilities, duties, and required skills may be changed, expanded, reduced, or deleted to meet the business needs of Zephyr Point Presbyterian Conference Center. Zephyr Point Presbyterian Conference Center abides by employment at-will, which permits the Company to change the terms and conditions of employment with or without notice, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work. Neither this job description nor any other written or verbal communications are intended to create a contract of employment or a promise of long-term employment. Employment-at-will may be terminated with or without cause and with or without notice at any time by the Employee or by Zephyr Point Presbyterian Conference Center.

I have read, understand, and accept this job description as defined above.

Employee Name

Employee Signature