



Summer Administrative Assistant

Title: Summer Administrative Assistant
Classification: Non-Exempt
Work Schedule: Seasonal Work. Up to 25 hours per week
Start Date: *Flexible* June 20-August 23, 2019
Report to: Executive Director
Work Site: The Bridge Center, 470 Pine Street Bridgewater, Massachusetts

The Bridge Center is a non-profit organization that specializes in running camps to meet the needs of campers of all abilities including campers with Asperger's Syndrome, Autism, social and emotional disabilities, neuromuscular disabilities, and other disorders. We are actively seeking a highly motivated and responsible go-getter to join our office team as our Bridge Center Summer Administrative Assistant! This job will entail a mixture responsibilities including organizing paperwork, coordinating and shopping for supplies, scheduling facility needs, confirming field trips, sending staff reminders, daily camper photos, creating flyers, collecting attendance, etc. The ideal candidate is someone who is interested in programming, summer camp, adaptive recreation, non-profit management, or a similar field. This position will be located in Bridgewater, MA and is for up to 25 hours/week. The position will be available starting June 20 and continue through the end of summer camp, August 23.

Primary Duties & Responsibilities

- Maintain front desk area ensuring a clean and welcoming first impression
- Assist with answering phone calls and directing calls within the organization.
- Assist with pre-camp tasks such as organizing staff training materials, staff shirts, etc.
- Assist with weekly administrative tasks during camp such as preparing staff binders, preparing reports for camp leaders, confirming field trips, etc.
- Supply shopping as needed daily/weekly.
- Helping to water and maintain the camp garden.
- Assist with Bridge Center communications and brand promotion by contributing to the management of our social media sites and camp website.
- Assist with camp programming by contributing to the development of camp schedules and adaptive activities, management of camp supplies and inventory, procurement of camp supplies and in-kind donations.
- Assist all administrative office staff with tasks as given.
- Perform other duties as assigned.

RECOMMENDED MINIMUM QUALIFICATIONS

Education and Experience

1. An academic major in social work, psychology, recreation, non-profit management, disabilities studies, or related field, preferred.
2. Experience with photography/video editing/social media preferred

Special Requirements

1. Must be 18+ years of age
2. Must be familiar with social media platforms, including but not limited to Facebook, Twitter, and Instagram
3. Must be very detail oriented.
4. Able to juggle multiple projects and tasks at once, while working in a flexible, fast-paced environment.
5. Possess excellent verbal and written communication skills
6. Exhibit characteristics of reliability, responsibility, accountability and integrity
7. Able to work independently and as part of a team



8. Must complete and pass CORI/SORI/NSOPW
5. CPR and first aid certified

COMPENSATION

\$12/hour

Interested candidates should send their resume to Jaclyn Ross, Executive Director at:

The Bridge Center

470 Pine Street Bridgewater, MA 02324

Or email documents to jross@thebridgectr.org