

Office Administrator

Respond to or distribute incoming phone calls and emails to appropriate camp staff. Monitor and communicate via radio to main office and other camps. Utilize the camp database and create reports. Create, process, and send camp announcements, newsletters, and follow-up communications. Submit work orders for facility usage and transportation. Provide prompt responses to program inquiries and establish efficient working relationships with CEC personnel and program participants. **Requirements:** H.S. diploma required. Excellent interpersonal skills and phone/email manner required. Effective prioritization and multitasking. Computer proficiency required. Valid Michigan driver's license with satisfactory driving record required. **This is a temporary position, and employment will run from 6/14/18 – 8/12/18 during the summer camp program.**