

POSITION TITLE: Office Assistant for Summer Programs

BASIC FUNCTION: Performs administrative duties for the summer programs at Colorado Academy. This is a seasonal position from approximately late-May to early August. The position is a non-exempt position as defined by the Department of Labor.

DUTIES AND RESPONSIBILITIES:

- Provides assistance to parents for continuing registrations and changes to schedules
- Responsible for tracking campers who arrive late and who are picked up early
- Prepares attendance reports, rosters and camper name tags
- Maintains file of waivers for off-campus programs
- Processes cash receipts and forwards payments to the business office
- Delivers messages to campers
- Fields all incoming calls and delivers a high quality of customer service

Qualifications:

- Enthusiastic and organized individual who enjoys working with kids and adults.
- Must Pass Criminal Background Check

To Apply:

Qualified applicants are encouraged to send a letter of application, a resume and three references to:

Jenny Wilczewski

3800 South Pierce Street

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