

**Intern/Assistant to the Coordinator**

Part-time seasonal position 15-20 hours per week May – August (5/11/20-8/14/20) Flexible daytime hours between Monday-Friday (8:30 am – 4:30 pm). Intern/Assistant will offer office support to full-time program coordinator with a variety of administrative duties related to overseeing the many summer camp programs the township offers. Responsibilities will include but are not limited to answering calls and emails pertaining to camp, communicating with campers' parents, sending out various email distributions, photocopying, confirming details for trips and presenters, assisting with organizing camper groups, printing various camp rosters and important camper information, as well as other camp related tasks as needed. Intern/Assistant reports to the program coordinator and must be available for the fourteen week period.

**Preferred Qualifications**

- H.S. Diploma or equivalent
- Previous work experience in an office environment.
- Competent computer and internet skills.
- Excellent customer service skills.
- Ability to deal with multiple tasks and priorities.
- Ability to accept guidance and supervision.