



Position Title: Administrative Assistant
Responsible to: Executive Director
Position Classification: Part Time
Compensation Range: \$25-\$30 per hour.

Hours: 14-21 hours per week. Hours are to be completed between Monday - Thursday from 9:00am and 5:00pm. Exact schedule determined by the Executive Director with input by the employee. Weekly schedules are recurring and typically do not change.

Benefits: Paid sick time and holidays. Potential contribution into a SEP Pension program (depending on number of hours worked.)

Work Location: Hybrid with most work completed remotely. Employee must live and complete their work in the state of Illinois. Employee will be provided with technology (computer, monitor, phone, etc.) however they must provide their own internet connection. Occasional in person meetings will be required in Chicago.

Conflicts of Interest:

The person who holds this position cannot be employed or serve on a Board of Directors or other leadership role for any agency receiving DFI Title XX funds through ACA Illinois. This includes part time or temporary positions with these agencies.

The person who holds this position cannot be employed or serve on a Board of Directors or other leadership role for any agency or camp that is Accredited by the American Camp Association.

COVID-19 Vaccination Requirement: The American Camp Association, Illinois requires all employees and contractors who interact in person with our employees, members, camps, and other stakeholders, including volunteers, to be up to date on their COVID-19 vaccination. This position requires in person gatherings/meetings/events and therefore the vaccination for COVID-19 policy applies. Please request a policy for details.

Purpose of Position: The Administrative Assistant is vital to the implementation plans and goals of the organization. The work required assists the organization in serving clients of IDHS and ensuring all children and adults have access to a camp experience. Additionally, the work focuses on providing support for the Accreditation program, committee, and staff.

Primary Responsibilities:

The following responsibilities will adjust based on the number of hours projected in a month.

- A. 50%: Provide administrative support to the Accreditation Program, including but not limited to:
 - a. Updating and maintaining database of members;
 - b. Enrolling and classifying both camp contacts and volunteers accordingly into the database system;
 - c. Tracking completion of courses by camp and volunteer contacts;
 - d. Supporting the Standards Committee with administrative tasks and the database systems.
 - e. Corresponding to clients, camps, vendors, etc. by email and phone, important information on behalf of the Executive Director.
- B. 50%: Provide administrative support to the DFI Title XX Camping Services Program, including but not limited to:
 - a. Data entry;
 - b. Supporting the Manager of Family Services with administrative tasks including digital filing, correspondence by email or phone, and other tasks needed.

This job description is not meant to be all inclusive. Every position includes additional duties as assigned.

Qualifications:

- Willingness to support and advocate for American Camp Association, Illinois' dedication and values surrounding Diversity, Equity, and Inclusion.
- Commitment to the American Camp Association, Illinois' mission and emphasis on service to members, camps, families, and clients of the Illinois Department of Human Services.
- Strong skills in digital organization and tools.
- Attention and focus on detailed oriented work.
- Advanced understanding and experience with Google Sheets and Excel.
- Strong skills in organization.
- Emphasis on customer service.

- Documented skills in communication with colleagues, customers, and the community.
- Excellent written communication skills.
- Comfort on video conferencing and making phone calls.
- Knowledge and experience with Google Suites for Nonprofits.

American Camp Association, Illinois is an Equal Opportunity Employer.

American Camp Association, Illinois is an At-Will employer.

This position is partially funded by the Illinois Department of Human Services. Should funding for the DFI Title XX Camping Services Program be halted, decreased, or changed, this position may be eliminated without notice or severance.