

Job Description – 2026 Camp Winnarainbow Office Assistant (Part-Time, Year-Round)

Title: Office Assistant (Part-Time)

Dates: Beginning no later than February 23rd (unless otherwise arranged with Executive Director)

Hours and Compensation: Hours vary seasonally. During the spring and summer (Feb-July) hours are 20 hours/week. During the fall and winter (Aug-Jan) hours are 10 hours/week. All hours are compensated at \$26.01/hour (hours to be tracked contemporaneously), with that rate increasing to \$26.53 on June 1st; prior approval of the Executive Director is required to exceed the designated number of hours. Depending on the needs of the team and the availability of funds, hours may be increased by mutual agreement. There may also be an option to serve in a full-time, onsite role during the summer. While working remotely, the Office Assistant receives a \$25/month stipend to cover internet expenses.

Union Position: This position is covered by Camp Winnarainbow's Collective Bargaining Agreement (CBA). As such, wages, future raises, and other terms are governed by that CBA, which will be provided alongside an offer letter.

Remote with Onsite Option: Hours to be completed remotely (preference for those within California). During the summer (if coordinated with the Executive Director in advance) hours may be completed on site.

Reports to: Executive Director

Works in Collaboration with: Administrative Manager, Finance Manager, Operations Manager, MESH Leads, and (as needed) Medical Team (including Camp nurses and the Medical Director) and other members of staff involved in completing staff and camper files. From time to time, the Office Assistant may work with the Development Manager on discrete fundraising projects and recordkeeping.

Job Purpose: The Office Assistant works to ensure that each staff member and camper's file is complete prior to arrival of that person at Camp Winnarainbow; also supports the overall administrative work of Camp.

Required Experience

- At least 1 year of experience in an administrative, office support, operations, or records-management role.
- Experience working with detailed documentation, forms, or compliance-related paperwork, with a high level of accuracy and attention to detail.
- Experience communicating professionally with a wide range of stakeholders (e.g., families, staff, supervisors) via email and phone.
- Demonstrated experience tracking tasks, deadlines, and follow-ups across multiple people or systems.
- Experience working independently in a remote or hybrid work environment.

Required Qualifications

- College diploma or equivalent; coursework or training in administration, nonprofit work, recreation programs, or a related field is a plus.
- Comfort learning and using web-based systems and databases (experience with CampBrain is a plus but not required).
- Ability to handle confidential and sensitive information with discretion and professionalism.
- Reliable access to a computer and internet suitable for remote work; the Office Assistant will be provided with a camp VOIP (Voice over Internet Protocol) phone to use.

Necessary Skills

- Exceptional organizational skills and attention to detail
- Ability to track multiple tasks and follow up persistently and kindly until tasks are complete
- Clear, warm, and professional written and verbal communication skills
- Strong time-management skills, including the ability to prioritize during peak periods
- Comfort enforcing deadlines and requirements while maintaining a supportive tone
- Ability to collaborate effectively with multiple coworkers
- Sound judgment, reliability, and the ability to work with minimal supervision
- Familiarity with Google Workspace (Docs, Sheets, Drive), spreadsheets, and file organization systems
- Demonstrated ability to handle confidential and sensitive personal information (including medical, legal, and employment records) with discretion, professionalism, and strict adherence to privacy expectations and organizational protocols
- Ability to conduct work-related communications through Camp Winnarainbow's official email, phone, and communication systems, and avoid using personal accounts or informal channels when corresponding with staff, families, or partners

Job Duties and Responsibilities: as set forth below and subject to change by mutual agreement

Adult Staff Support

- Guide staff in submitting required employment documentation (as far in advance of arrival to camp as possible).
 - Confirm all documents are scanned and uploaded into CampBrain, and hardcopies are retained, as needed.
 - Confirm certifications are valid and assign recertification resources (First Aid, Lifeguard, ServSafe, Concussion protocol, as appropriate).
 - Confirm background checks are completed.
 - Confirm Mandated Reporter certification validity and completion (must be the online program CWR pays for).
 - Confirm LiveScan completion before employment begins.

Camper/Parent Support

- Assist families in submitting all camper registration documentation by May 15th deadline and follow-up with families that are missing documentation, as needed.
- Contact parents via email and phone with regularity until all documents are complete.
- Work in coordination with MESH lead to track all form responses and prepare forms for MESH (mental, emotion, social, health) staff review and follow-up.
- If needed, create secure file of medical forms for Medical Director to review in early June.
- Distribute the CWR Carpool Coordinator tool to camper families and teen staff families (before each session and prior to teen staff training in May).

Director & Operations Support

- If available to assist with Camp office setup in June: organize workstations, supplies, order/shop for supplies, keep space tidy, etc.
- Produce binder files prior to the start of each session.
- Provide support with other administrative or office tasks as needed, including data entry, document organization, scheduling coordination, and responding to time-sensitive requests to support the smooth operation of Camp Winnarainbow's programs and office systems.

Equal Opportunity Employment: We are an equal opportunity employer and value diversity at our organization. We give consideration for employment without regard to race, color, religion, sex, age, national origin, disability, sexual orientation, gender identity, genetic information, protected veteran status, or any other protected classification.

How to Apply: Send a one-page resume and one-page cover letter outlining your qualifications and experience to arainbow@mcn.org (ATTN: OFFICE ASST. APPLICATION). We encourage submission of your materials at your earliest convenience. Interviews will be conducted on a rolling basis. If this posting is still up, we are still accepting applications.