



**Austin
Sunshine
Camps**

Apply:

To apply for this position, please send your [resume and cover letter](#) to jobapplicants@sunshinecamps.org. **Incomplete applications will not be reviewed.**

Title: Operations and Office Assistant

Reports to: CEO

Type: Part-time

Austin Sunshine Camps is a non-profit organization with a mission to engage and empower youth through educational and outdoor experiences. We hold year-round programming at our 21,000 square foot Zilker Lodge in Zilker Park as well as at our more rustic cabin-style camp on Lake Travis. We are looking for a dedicated Operations and Office Assistant to join our team part-time and ensure our camps, equipment and vehicles are kept in pristine condition.

Responsibilities:

- Organize and manage all vendors related to facilities and vehicle maintenance and upkeep of the Zilker Lodge and Lake Travis camp locations.
- Manage preventative maintenance, inspections, and life-cycle requirements for all facilities as well as all vehicles and equipment.
- Monitor and update permits and licensing processes for all facilities and programs.
- Negotiate vendor prices and adhere to organizational budget.
- Assist in ensuring that programs are operating in compliance with all local, state and federal regulations.
- Assist with data entry, record keeping, filing, printing, mailing, calling, and documentation across departments.
- Maintain meticulous records of work load by month, timelines, and vendor communications.
- Check and respond to the info@sunshinecamps.org email address.
- Assist with answering the phones and distributing general mailbox voicemails.
- Create and manage a process for storage and use of all equipment and vehicles.
- Order and stock paper goods, office supplies, cleaning supplies, kitchen supplies, and bathroom supplies.
- Assist department leads with program and development events, including set-up, tear-down, clean-up, ordering supplies, etc.

Requirements:

- Excellent computer, phone, and organizational skills.
- Ability to communicate effectively with internal and external staff, vendors, volunteers, stakeholders, and campers.
- Possession of a valid driver's license.
- Must pass a National Criminal Background Check.

Compensation and Hours:

- \$12 - \$15 per hour, based on experience.
- 10 - 20 hours per week, flexible days and hours