



## River Camp Academy Administrative Assistant

### General Description

The River Camp Academy Administrative Assistant reports directly to the River Camp Academy Site Director. This individual is responsible for conducting camp family outreach prior to the start of the camp sessions, managing daily camp rosters, conducting daily check in/check out of participants, management of required liability forms, communication with school districts as necessary, and providing staff breaks as necessary. The River Camp Academy Administrative Assistant will help further the mission of the San Joaquin River Parkway and Conservation Trust, Inc. (Parkway) through communicating with camp families, school districts, and Parkway staff to help ensure participation of hundreds of campers from local school districts. This individual will serve as a liaison between camp families, school district staff, and the River Camp Academy Site Director.

### River Camp Academy Duties

- Act as liaison between school district(s), camp families, and the River Camp Academy Site Director.
- Contact all registered Fresno Unified School District families minimum three times to confirm attendance prior to session start date(s).
- Provide informational emails to camp families prior to session start date(s).
- Collect and organize all necessary liability forms.
- Perform daily check in/check out of campers.
- Contact no-call, no-shows daily.
- Enroll waitlisted campers as spaces become available throughout each session.
- Register campers throughout the session.
- Ensure camper emergency information is updated daily.
- Ensure camper grouping information is updated daily.
- Coordinate outreach opportunities at school district sites for program staff recruitment and distribute flyers/informational materials in the community as necessary.
- Other duties may be assigned over the course of the summer.

Starting Rate: \$18/hr

### Time Commitment

- The River Camp Academy Administrative Assistant will:
  - Be responsible for parent/guardian contact prior to session start date(s).
  - Attend School District virtual trainings prior to session start date(s).

*The San Joaquin River Parkway & Conservation Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*

- Participate in portions of staff training in late May and early June
- Be on site during camp sessions.
- Work part time until River Camp begins.
- Work full time during camp sessions.
- Camp dates for this position have not been finalized and may be subject to change.

### Essential Functions & Qualifications

- Minimum completion of one year of college coursework or 2 years equivalent experience in administrative duties.
- Experience working within the formal education system is preferred.
- Ability to stand, stoop, kneel, crouch, walk, swim, use hands/fingers (dexterity), lift up to 40 lbs, and work outdoors in heat (sometimes exceeding 110°F).
- Reliable transportation is required.
  - *You may be required to submit a written transportation plan detailing how you will arrive and depart from your primary work location daily (situation dependent).*
- Bilingual or multilingual strongly preferred (Spanish, English, Hmong).
- *All individuals working with children must submit to a DOJ background check through LiveScan service upon receiving a conditional offer of employment if over 18.*
  - *If hired for the River Camp Academy program with the Fresno Unified School District, additional fingerprinting through the school district will be required.*

To apply please submit a cover letter, resume, and [completed application](#) to the e-mail [kkincaid@riverparkway.org](mailto:kkincaid@riverparkway.org) with the subject line "River Camp Academy Administrative Assistant." **Position open until filled; final applications due by April 17<sup>th</sup>, 2026.**