



# BOY SCOUTS OF AMERICA®

## THREE FIRES COUNCIL

### **JOB DESCRIPTION**

#### **THREE FIRES COUNCIL BOY SCOUTS OF AMERICA**

#### **PART TIME ADMIN SUPPORT**

#### **OVERVIEW**

Three Fires Council, Boy Scouts of America is part of a global brand and leader in developing youth character through leadership experiences and outdoor education. We are focused on providing quality character building programs to young people and their families in DeKalb, DuPage, Kane, Kendall and portions of Will and Cook Counties.

Three Fires Council is looking for an Admin Support person. For more information on Three Fires Council please visit: [www.ThreeFiresCouncil.org](http://www.ThreeFiresCouncil.org).

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#### **POSITION CONCEPT**

Three Fires Council is looking for an Admin Support person with organizational skills to provide administrative and clerical support to relieve department managers or staff of administrative details. May coordinate messages, appointments, information to callers, file maintenance. Operates automated office equipment. May be assigned to various functional areas as needed.

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#### **PRINCIPLE RESPONSIBILITIES**

- Works collaboratively with field staff.
  - Answering and returning incoming calls and emails.
  - Coordinates and manages calendar entries.
  - Provides excellent customer service.
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#### **POSITION QUALIFICATIONS**

- Possess skills in verbal communication, written communication, multiple concurrent task completion, customer relations, detail work, record keeping, problem solving, stress management, confidentiality and reasoning.
  - One to two years of related administrative experience.
  - Microsoft Office proficiency, including Word, Excel, Outlook and Office.
  - Scouting background a plus.
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#### **SCHEDULE**

- 10 – 20 hours per week.
- Flexible work schedule.

