



Administrative Assistant

Status: Part-time (starting at 20 hours/week and increasing to 35 hours/week in late Spring/Summer)

Rate: \$20 - starting rate (increase possible based on performance)

About Tree Frog Treks

Tree Frog Treks is a mobile science education company based in San Francisco. We offer a variety of school and community programs designed to make science fun, connect kids with nature, and exercise imaginations of all ages. We endeavor to help children develop better retention skills, a newfound enthusiasm for learning and a greater appreciation of the wonderful world around us. Live reptilian and amphibian contact excites students about science and helps draw them into a fun, hands-on, project-based curriculum.

Summary of Role

This is an administrative assistant position for the office and business, specifically assisting the Programs Director. As the Administrative Assistant, you will be responsible for providing support for the Programs Director including but not limited to human resources, and basic accounting, marketing, scheduling, and program coordination.

Description of Responsibilities

General Office Administration

- Check Email at Info@treefrogtreks.com and respond or forward as needed
- Check Vonage voicemail messages and respond
- Make adjustments in ACTIVE Registration system (transfers, cancellations, etc.)
- Assist Programs Director with production of Camp folders
- Help send out Welcome Emails to Camp Registrants
- Prepare and monitor invoices as needed
- Print checks (as needed as back up to Programs Director)
- Receive, sort and distribute the mail
- Track Summer Staff Certifications & follow up on delinquent
- Assemble HR Manuals
- Check Fingerprinting results and record as needed
- Make adjustments/updates to website
- Oversee Scholarship Applications and responses
- Oversee CIT Applications and track
- Coordinate Summer Together registrations
- Determine staff gear sizes needed for Summer order
- Help distribute staff gear at the Training Day before Summer starts
- Fill in for Programs Director when out
- Must be able to go into the SF office several times a week (3835 Mission St.)

Other Responsibilities

- Handle sensitive information in a confidential manner
- Behave in a professional manner and adhere to Tree Frog Treks policies and procedures
- Ability to multi-task and meet project timelines
- Maintain and develop a strong grasp of basic office computing programs (Word, Excel, Outlook, QuickBooks).