

Office & Store Assistant

Oakland Feather River Camp - Job Description



Job Title:	Office & Store Assistant
Full/Part Time:	Full Time
Location:	Quincy, CA
Compensation:	\$17.40 - \$19.90 per hour
Duration:	Seasonal
Dates:	May 28 - July 29, 2026 or May 28 - September 8, 2026
Classification:	Hourly, Non-Exempt
Reports To:	Office & Store Manager

Position Purpose:

The Store & Office Assistant supports the successful operation of Oakland Feather River Camp's camp store and office. This role ensures an organized, welcoming, and efficient experience for campers and families by managing store sales, inventory, and cleanliness, while also providing clerical support in the office. By alternating between the camp store and the office, this position plays a critical role in camper satisfaction and the smooth daily functioning of camp.

Ideal Candidate:

The ideal Store & Office Assistant is organized, professional, and customer-service driven. They thrive in fast-paced environments, are detail-oriented in managing inventory and payments, and excel at creating positive interactions with campers and families. They are adaptable, able to transition between retail and administrative tasks, and approach each day with a friendly and solutions-focused attitude.

Essential Job Functions:

- **Store Operations**
 - Maintain a clean and organized camp store.
 - Manage daily sales transactions and reconcile purchases.
 - Track and restock inventory.
 - Create a welcoming environment for campers and families.
- **Office Support**
 - Answer phones and respond to inquiries.
 - Assist with guest check-in and orientation.
 - Process payments and maintain accurate records.
 - Support office projects and administrative tasks.
- **Customer Service**
 - Provide clear, friendly, and helpful communication to campers and families.
 - Resolve basic concerns or direct them to the appropriate department manager or Camp Director.
- **Operations Support**
 - Assist with receiving deliveries for the store & office and camp staff.
 - Maintain accurate documentation of sales and transactions.
 - Collaborate with the Camper Services Coordinator to ensure a seamless flow between store and office responsibilities.

Other Job Duties:

- Support other administrative or retail-related tasks as assigned.
- Assist with preparing for special events.
- Ensure the general organization and tidiness of office and store spaces.
- Provide backup support for other camp operations as needed.
- Assist with housekeeping duties on camper transition days.

Relationships:

Reports to the Office Manager; collaborates with other office & store staff, outreach team members, and program team members to ensure smooth operations and a positive camper experience.

Equipment Used:

Including, but not limited to, the use and care of: Point-of-sale system, computers, phones, printers, credit card processing devices, inventory tracking tools, and basic office equipment.

Qualifications (Minimum Qualifications and Past Experience)

- **Required**
 - Age 18+
 - Prior customer service or retail experience.
 - Strong organizational and multitasking skills.
 - Ability to work professionally and maintain confidentiality.
 - Comfort with (or ability to learn) Google Workspace and various technologies.
 - Flexibility to adapt to changing camper needs and operational priorities.
 - Ability to work a flexible schedule including weekends.
- **Desired**
 - Sales experience.
 - Office or clerical experience.
 - Cash handling and reconciliation experience.
 - Prior camp or hospitality experience.
 - Bilingual - Spanish (additional compensation).

Work Environment & Physical Aspects of the Position:

- Primarily indoor office and store settings with frequent interaction across camp.
- Regular walking throughout camp to support camper orientation and services.
- Frequent standing during store operations.
- Ability to lift up to 30 lbs.

Typical Day of this Position:

- Open and prepare the store.
- Greet campers and families while managing transactions.
- Complete inventory checks and restocking.
- Rotate into the office to answer phones, process payments, and assist with administrative tasks.
- Support campers and staff with professionalism and a positive attitude.
- Close the store and reconcile daily sales.

Typical Week of this Position:

Oakland Feather River Camp operates on a 7-day camp schedule with rotating staff days off. Most positions follow a five-day work week, but actual shift patterns, break timing, and days off vary based on role and department. Staff are expected to work all assigned shifts as scheduled to maintain smooth daily operations. All staff receive breaks and meal periods in accordance with California labor law.

This non-exempt hourly position is scheduled for five workdays per week. Shift lengths and break timing are determined by departmental coverage needs, particularly during peak camper activity times. Staff may work morning, afternoon, or evening shifts depending on the program and operational requirements. Shifts may include a longer midday break between coverage blocks to support camper needs.

Working at Oakland Feather River Camp

Our Organization Culture

At OFRC, we work hard and we play hard. We are committed to creating the best possible experience not only for our campers but also for our staff. Our community is open and welcoming to everyone—if you want to be here, we want you here!

Oakland is one of the most diverse cities in the country, and we strive to reflect that diversity in our camp community. We value feedback and growth, and we believe everyone—no matter their role or experience—has something to learn and contribute. Our team spans generations, from Gen Z to Baby Boomers, and we celebrate the unique perspectives each person brings to camp life.

Camp is an all-in environment. We pitch in for each other, adapt quickly, and find creative solutions together. You'll be challenged, supported, and encouraged to grow while surrounded by a team that truly has your back. If you thrive in a collaborative, hands-on workplace where community comes first, you'll feel right at home here.

Our Hiring Philosophy & Non-Discrimination Policy

Oakland Feather River Camp is an equal opportunity employer. We believe an inclusive and diverse workforce is invaluable. OFRC does not discriminate internally (in its administrative and program operations) or externally (in its recipients of services) on the basis of race, color, religion, gender, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, record of arrest or conviction, or any other characteristic protected by applicable law. Black people, Indigenous people, People of Color; Lesbian, Gay, Bisexual, Transgender, Queer, and Intersex people; Women; people with disabilities, protected Veterans, and formerly incarcerated individuals are all strongly encouraged to apply for our open positions.

We also recognize that the outdoor and recreation industry has historically lacked representation from People of Color and other marginalized groups. At OFRC, we are committed to breaking that trend by creating a welcoming, supportive environment where diverse voices and lived experiences are valued and celebrated. Studies show that Women and People of Color are less likely to apply for a position unless they match every qualification listed. We know that the best candidate for a role may not meet every requirement, and we encourage you to apply and tell us more about your unique skills and experience.