New England Science & Sailing Foundation (NESS) is looking for Seasonal Assistants to help NESS this summer! We are looking for new members to join our team to assist with customer service, office functions, and summer camp administration and support. This individual must be motivated, have great customer service skills, and be a team player. This job may assist with camp duties and/or weekend coverage.

**Duties and Responsibilities**
- Communicate effectively with students, parents, customers, and staff
- Assist with daily tasks and operations of the office
- Update student records and record information in student database
- Assist in the production of attendance lists to be distributed to staff
- Make phone calls to customers as needed
- Answer phone calls to NESS answering customer inquiries
- Communicate and work effectively with fellow employees
- During Camp this role will help to supervise students during the lunch period
- Demonstrate a high degree of maturity and professionalism
- Other duties as assigned

**Requirements**
- Must be 18 or older
- Previous office, customer service, and/or camp experience preferred
- Strong communication, decision making, and logistical skills
- Must be highly organized with attention to detail
- Working knowledge of Microsoft Word and Excel
- Adhere to all CT state camp regulations
- Pass government background check
- Compensation commensurate with experience

Please send your cover letter and resume to: jobs@nessf.org subject: Seasonal Assistant

New England Science & Sailing Foundation is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment at our organization without regard to age, ancestry, color, gender identity or expression, genetic information, race, national origin, pregnancy, childbirth and related medical conditions, past or present history of mental disorder, learning disability, physical disability, religion, sex, sexual orientation, or status as a protected veteran. NESS welcomes individuals with diverse backgrounds, experiences, and ideas who uphold our core values of inclusiveness, stewardship, personal growth, and experiential learning.

**About NESS**
Our mission at New England Science & Sailing Foundation (NESS) is to empower students with a love of learning through ocean-based experiential programs that serve schools, teachers, and families. NESS is the first and only program of its kind to be accredited by the New England Association of Schools and Colleges (NEASC). Our goal is to advance academic opportunities for K-12 students of all backgrounds in both urban and suburban markets. We offer a unique education model that empowers students with leadership, teamwork, confidence, and problem-solving skills to ensure academic success. Our STEM-based curriculum uses marine science, sailing, powerboating, and adventure sports as learning platforms. We hope you will play a role in helping us continue this important educational mission—in person, online, or on the water!