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Job Title: Camp Office Admin

Reports to: Summer Camp Director

POSITION SUMMARY:

Camp Office Admin will provide support to the Summer Camp director by managing the daily operations of office work. The employee will handle emails, phone calls, registrations, run errands, collect and distribute mail, and arrange transportation. Work within the Y core values of caring, honesty, respect, and responsibility.

ESSENTIAL FUNCTIONS:

1. Run errands for camp including but not limited to picking up and dropping off camper mail every day.
2. Monitor parent and camp electronic communications.
3. Communicate effectively with parents, staff, volunteers and campers.
4. Work as a team with other staff under the guidance of the Summer Camp Director and be able to take initiative when needed

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets.

Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. Must be at least 21 years of age at the start of employment
2. Must have CPR and First Aid Certifications prior to start date.
3. Have a valid driver's license
4. Experience in Microsoft Office, Excel, and will be trained on the camp software
5. Knowledge and skill in working with children and teens
6. Demonstrate the core values of the YMCA; honesty, respect, responsibility, & caring

YMCA JOB DESCRIPTION FOR SUMMER CAMP COORDINATOR

CONTACT INFORMATION:

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Summer Camp Director

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