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FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA JOB DESCRIPTION

Job Title: Camp Administrative Assistant

FLSA Status: Non-Exempt

Reports to: Camp Director

Leadership Level: Support

Revision Date: February 16, 2017

Primary Function: Camp Abnaki

POSITION SUMMARY:

This position supports the work of the Y, a leading non-profit committed to strengthening community through youth development, healthy living and social responsibility. Under the general supervision of the Camp Director, this position supports administrative functions for Camp Abnaki, an all-boys day and overnight camp. This role communicates effectively with camp parents, camp employees, donors, and camp alumni.

ESSENTIAL FUNCTIONS:

- Answer phone calls and emails to work closely with camp families, donors, camp alumni, employees, and perspective camp families and campers.
 - Support the administrative function of camper enrollments, registrations, and payments.
 - Coordinate new enrollments and registrations throughout the summer sessions.
 - Assist Human Resources with the coordination of new hire paperwork, compliance, and data entry for camp counselors and international students.
 - Manage the Camp Abnaki store including ordering inventory, setting up store space, reporting of sales, and store operations.
 - Provide ongoing camp communication throughout the summer for camp employees, parents and campers.
 - Maintain proper financial and accounting records as established by Finance.
 - Participate in employee training and meetings.
 - Provide counselor support on camp property including evening watch assignments
 - Observe camper and employee behavior, assess and manage appropriately.
- Other duties as assigned by the Camp or Assistant Camp Director.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Greater Burlington YMCA
266 College St
Burlington, VT 05401

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. 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:

- Must be at least 19 years of age or completed one year of college or university.
- At least two years of experience in an administrative support role.
- Must have superior organizational skills.
- Ability to communicate effectively and professionally both verbal and written.
- Maintain a level of confidentiality, professionalism and independence.
- Possess excellent customer service skills and be comfortable managing conflict or confrontation.
- Excellent problem solving skills.
- Ability to navigate Microsoft Office systems including Excel, Word and Outlook.
- Experience with database management, preferred.
- Accurate data entry skills.
- Ability to commit to a flexible work schedule beginning in May part-time and leading into a full-time seasonal role from June to August.
- Ability to reside at camp.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Hear noises and distress signals in the aquatic environment, including in the water and anywhere around the zone of responsibility.
- Remain alert with no lapses of consciousness.
- See and observe all sections of an assigned zone or area of responsibility.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____