



Job Description

Job Title: Office Coordinator
Reports To: Program Director and Executive Director
Position Status: Seasonal

POSITION SUMMARY:

The Office Coordinator is responsible for furthering the mission of the camp through the planning and delivery of check-in/check-out, summer parent communication, and other office-related tasks. Assist in the management of the overall camp operation at the direction of the camp director. They serve as a role model for campers and staff and are a part of the Summer Leadership Team.

ESSENTIAL FUNCTIONS:

- Support families in the registration and pre-camp process, of online camper accounts, forms, payments, and camper family support
- Works with the Program Director and Executive Director to implement ACA standards.
- Ability to order and purchase program materials responsibly, in conjunction with program director.
- Assist in the implementation of staff training.
- Assist with annual preparations for State Licensing inspections and ACA visits.
- Coordinate phone coverage to ensure all calls to camp are answered 8:30am-5:30pm.
- Coordinate daily incoming/outgoing mail to/from campers and staff (including Lost/Found).
- Coordinate "town runs" for supplies and/or doctor/hospital runs.
- Support mid-season marketing strategies including phone calls, social media, and e-mails.
- Assist with obtaining weekly photographs of all cabins groups and campers.
- Coordinate printing/distribution of end-of-week materials (newsletter, camper/cabin photos).
- Coordinate Trading Post camper accounts, refunds, and staff coverage
- Performs any other functions necessary for the smooth and efficient operation of camp to make experience the best it can be for our campers.

QUALIFICATIONS:

- Minimum age 19
- Proven leadership ability with organizational skills and a talent for developing and leading a staff team
- Current certification in First Aid and CPR required; Lifeguard preferred.
- Valid driver's license preferred
- Previous camp experience preferred
- Ability to communicate with camper families
- Leadership ability and teamwork oriented
- Possess a variety of skills and experience with youth

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and mental endurance required to maintain constant supervision of campers.
- Physical ability to lift up to 50lbs.

- Work is performed in a fast-paced outdoor and office environment. Ability to communicate both orally and in writing is essential for this position. Visual acuity is required for reading computer screens and/or documents and making changes as necessary/required. Job requires high levels of alertness and concentration. Walking is frequent. Repetitive stooping and bending with frequent lifting of light to heavy objects is required. The ability to sit for long periods of time is required as well as, the ability to manipulate keyboards, telephone keypads, and writing and kitchen utensils. While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions, outside weather elements, and extreme heat.

I have reviewed and understand this job description and I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of YMCA Camp Timbers. I acknowledge that this job description is not to be construed as an express or implied contract of employment and does not alter my status as an employee at will.

SIGNATURE

DATE