



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: **Camp Administrative Assistant**

Job Code:

FLSA Status: Non-Exempt

Job Grade:

Status: Seasonal

Department: Youth Development

Reports to: Summer Camp Director

Revision Date: January 2023

POSITION SUMMARY:

This position supports the work of the YMCA, a leading nonprofit committed to strengthening communities through youth development, healthy living, and social responsibility. This position provides administrative and office support for summer camp. Collects all required documents/information for grant, summer food program and health department reporting, serves as summer camp liaison for community partners and serves leadership team with any other duties.

ESSENTIAL FUNCTIONS:

1. Assists the Camp Director with all administrative duties for North Central Florida YMCA camp programs
2. Independently coordinates and or assist with plans for events
3. Assists with program orders, updating program rosters, workforce & program scheduling, and handling/receipting monies received
4. Assists registration, collection, and general registration problem-solving issues
5. Keep accurate attendance and headcount records
6. Composes communication for staff and volunteers
7. Answers the telephone in a prompt, courteous manner
8. Returns all messages and emails within 1 business day
9. Upholds association policies, demonstrates ethical behavior and exhibits the YMCA's core values (caring, respect, honesty and responsibility)
10. Remain up to date on emergency procedures and policies
11. Promote and represent the mission and core values of the North Central Florida YMCA and its programs.
12. Other duties as needed

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Ys 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.

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 age 18 or older
- High school graduate or equivalent; one year or more of college preferred.
- Experience preferred in one or more of the following areas: administration, project management, event planning, etc.
- Proficiency in Microsoft office and Internet.
- Excellent verbal and written communication skills
- Excellent interpersonal skills, professional, courteous demeanor
- High level of organization skills
- Ability to seek out customer contact
- Ability to meet deadlines
- CPR, First Aid, AED certifications and Child Abuse Prevention training within 30 days of hire date.
- Previous experience with diverse populations preferred.

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.
- Ability to perform all physical aspects of the position, including walking, standing, bending, reaching, and lifting.
- The employee must be able to perform light work: exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- The employee is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes.
- The employee is subject to noise: there is sufficient noise to cause the employee to shout in order to be heard above the ambient noise level.
- Must be capable of working under pressure in a somewhat disruptive environment.