



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## **Job Title: Seasonal Office Assistant**

**Department: Overnight & Day Camp**

**Supervisor: Business Manager**

Camp Sloane YMCA is a 90+ year-old independent, non-profit charitable overnight and day camp. Camp Sloane YMCA is a member organization of the YMCA of the USA, licensed as a Youth Camp by the State of Connecticut and accredited by the American Camp Association. Our mission is to put Judeo-Christian principles into practices through programs that build healthy spirit, mind and body for all. Our campers come from the New York City metropolitan area and beyond, and represent a large diversity in socio-economic, religious, racial and ethnic background. Our staff members pride themselves on being positive role models whom our campers will remember for the rest of their lives.

### **Job Description:**

Assist in various office tasks as assigned by Business Manager and Executive Director/Camp Director including, but not limited to:

#### **Reception:**

- Answering the telephone and providing customer service.
- Welcome visitors in a helpful, friendly manner
- Maintain central office email and respond in timely manner
- Assist all summer staff with questions and requests

#### **Database/Processes: Camp database *CampMinder***

- Keep current on database changes & updates and be prepared to share updates with staff
- Generate and prepare reports
- Prepare mail merges and camp mailings
- Assist and perform other administrative tasks in support of marketing plan
- Inputting camp store purchases into CampMinder.

#### **Office Duties:**

- Sorting, copying, and filing camper health forms.
- Assisting the Heath Lodge to verify health form information.
- Contacting parents and physician offices to obtain needed medical

information.

- Maintaining clean and functional working environment.
- Providing assistance in maintaining office equipment as needed.
- Maintain inventory of supplies and place/track orders as necessary
- Process incoming and outgoing mail daily
- Prepare new prospect mailings and new camper packets

**Other Duties:**

- Running and maintaining the Camp Store.
- Working a non-traditional schedule, including early/late hours and weekends.
- Covering camper tent supervision duties when required.
- Preparing for check-in and check-out as instructed by the Business Manager
- All other duties deemed necessary.

**Requirements:**

1. Minimum 18 years of age, high school graduate or GED
2. Completed at least first year as a degree-seeking student at an accredited, post-secondary institution of higher learning. If pursuing a gap year, will need to provide a substantive activity plan for the gap program.
3. Current students must be in good academic and disciplinary standing
4. Physical and mental endurance to respond or assist in responding during an emergency
5. Ability to lift 50 lbs.
6. Can work long days (12+ hours) involving significant amounts of physical labor (standing, walking, lifting, carrying etc.)
7. Must be comfortable working out of doors for more than 5 hours a day in a variety of summer weather conditions
8. Can communicate effectively with people of all ages, genders, and backgrounds (including racial, national, ethnic, sexual orientation, and socioeconomic)
9. Positive references and background check.
10. Willingness to live in rustic, shared, dorm-style accommodations for the duration of the season (up to 10 weeks) from mid-June to mid-August (dates depend on particular year).

**Leadership Competencies:**

**Mission Advancement:** Accepts and demonstrates YMCA core values. Works effectively with

people of different backgrounds, abilities, opinions, and perceptions. Demonstrates a desire to serve others and fulfill community needs.

**Collaboration:** Seeks first to understand the other person's point of view, and remains calm in challenging situations. Builds rapport and relates well to others. Takes initiative to assist in developing others.

**Operational Effectiveness:** Strives to meet or exceed goals and deliver a high-value experience for members. Embraces new approaches and discovers ideas to create a better member experience. Makes sound judgments, and transfers learning from one situation to another.

**Personal Growth:** Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Demonstrates an openness to change, and seeks opportunities in the change process.

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Be prepared to accept additional responsibilities as deemed necessary by the Camp Directors and/or the Executive Director.

Camp Sloane YMCA reserves the right to change this job description as conditions change.

By signing your staff agreement, you acknowledge that you have read this job description thoroughly, and that you are both able and willing to fulfill the requirements of the position enumerated above.