



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

RED WING YMCA JOB DESCRIPTION

Job Title: Office Manager
FLSA Status: Seasonal
Reports to: Camp Pepin Director

Leadership Level: Leader
Starting Pay Rate: \$400/week

Revision Date: 2/1/23

POSITION SUMMARY:

One significant responsibility of the Office Manager is the collection and organization of documents from families, such as health forms, activity preferences, or camp store payments, and providing that information to the necessary parties (kitchen staff, camp nurse, counselors, etc.). Camp Pepin is accredited by the American Camping Association, who requires detailed documentation of most areas around camp. The Office Manager is irreplaceable in this process, by making sure all necessary documentation is being completed on time by camp's staff. This includes all evaluations, logs, inventories, reports, and more. The Office Manager will also assist in the creation and distribution of each week's rosters and schedules. Additionally, Camp Pepin's store is the domain of the Office Manager, who is responsible for its inventorying, operation, and organization.

Although the Office Manager is not directly responsible for camper supervision, the Office Manager is encouraged to participate in the daily happenings at camp in order to connect with the staff, campers, and our mission. Because the tasks of the Office Manager are not limited to a specific time of day, it is necessary that they live at camp for the summer to be able to address any needs or issues as they arise. That being said, there is the opportunity for a summer of fun working as the Office Manager for Camp Pepin.

ESSENTIAL FUNCTIONS:

1. Communicates with parents/guardians on a day-to-day basis, as needed.
2. Assists the Camp Director with completing the hiring process for all summer staff.
3. Navigates Camp Pepin's management software – CampMinder – to complete tasks.
4. Prints, organizes, and distributes camper letters/emails.
5. Manages the inventory of the camp store and restocks items as needed.
6. Runs and operates the camp store using CampMinder's POS system.
7. Reviews all family registrations to ensure all forms are submitted and payments are made.
8. Gathers, organizes, and distributes all pertinent information to staff – health concerns, allergies, behaviors, etc.
9. Supervises all staff submissions of required letters, logs, reports, evaluations, etc.
10. Creates and distributes weekly rosters to all staff.
11. Exemplify all expectations of counselors through actions – lead by example.
12. Fosters an inclusive environment appreciative of differences in the workplace. Meaningfully participate in and lead efforts to support the Y's commitment to equity and diversity.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. 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.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates and openness to change and seeks opportunities in the change process. 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.

EXPECTED HOURS OF WORK

The expected hours for the Office Manager will be midmorning Sundays through Friday evenings. Camp Pepin Office Manager will also assist with the preparation and planning of Staff Training via virtual meetings before camp starts.

WORK ENVIRONMENT AND 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.

- Visual/auditory ability to identify/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 endurance required to maintain constant supervision of campers.
- Some physical requirements of Program Staff position could be endurance, including prolonged standing, some bending, stooping, and walking long distances, hiking, climbing, and stretching.
- Requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities.
- Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs.
- Willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, bats, etc.

TRAVEL

Camp Pepin Program Staff who have proper driving authorization may take children on day and overnight trips, depending on skills, knowledge, and personal job duties within camp. Staff may also be required to travel to Red Wing areas to retrieve a van from the Red Wing Area Family YMCA fleet.

QUALIFICATIONS:

1. Must be at least 20 years of age.
2. Must be able to obtain or become certified in First Aid/CPR (camp will provide certification).
3. Must be able to obtain or become certified as a Lifeguard (camp can provide certification).
4. Demonstrate knowledge in Excel, Outlook, and Office to perform tasks efficiently.
5. Ability to serve in a leadership position for camp staff.
6. Ability to schedule and supervise children.
7. Desire and ability to work with children outdoors.
8. Ability to interact with all age levels.
9. Ability to relate to youth and adults in a positive manner.
10. Ability to communicate and work with diverse participant needs and provide necessary instruction to campers and staff.
11. Ability to observe camper behavior, assess its appropriateness, enforce safety regulations and emergency procedures, and apply behavior-management techniques.
12. Ability to pass a background check and, if necessary, a motor vehicle check to ensure proper license and driving record.

AAP/EEO STATEMENT

The Red Wing Area Family YMCA (the Y) provides equal employment opportunities (EEO) to all employees and applicants for employment with regards to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Y complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

SIGNATURES

This job description has been approved by all levels of management.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____