

YMCA of GREATER NEW YORK
POSITION DESCRIPTION

TITLE: Secretary – Resident Camp

BRANCH: 31

SUPERVISOR: Program Director, Village Director, Camp Director

FLSA STATUS: Seasonal/Non-Exempt

REVISED: December 2008

OUR MISSION

The YMCA of Greater New York is a community service organization which promotes positive values through programs that build spirit, mind and body, welcoming all people, with a focus on youth.

IN ESSENCE

Under the supervision of the Camp Director and the general direction of the Main Office Staff, the summer office Secretary is primarily responsible for managing a summer office, to monitor campers in the office, and manage incoming and outgoing messages and clerical duties. Due to the nature of a resident facility, this is both a routine and on-demand position.

If you are looking for one of the toughest jobs in the world, but also one of the most rewarding, we welcome you this summer with the YMCA.

KNOW HOW

- Must be at least 18 years, have a high school diploma, or its equivalent.
- Experience working with children, preferably in a summer/resident camp setting.
- Competency using MS Office (Word and Excel at a minimum).
- Organizational skills needed for this position include filing, scheduling and record keeping necessary to maintain appropriate documentation and expense reporting.
- Emotional maturity, flexibility, problem-solving skills and willingness to learn.
- Exemplary human relation skills.
- Act as a member of the summer staff team.
- Ability to maintain confidentiality regarding personal information on children, family and YMCA staff.
- Assist with camp store duties, as needed.
- Ability to maintain a positive, professional attitude throughout the duration of the summer program.
- Possess values that meet the YMCA mission; especially honesty, caring, respect and responsibility.
- Maintain guidelines and regulations set forth by ACA, State of New York and YMCA.
- Must have, or the ability to obtain, CPR and First Aid certifications, Child Abuse Prevention training, Safety & Risk Management, Employee Orientation training and other required training prior to the start of camp or no later than 30 days (with approval) after camp begins.
- Have fun!

PRINCIPLE RESPONSIBILITIES

- Ability to provide clerical duties for camper and personnel files and maintain confidentiality.
- Ability to complete routine copying, data entry, word processing and proof reading, and simple accounting.
- Exemplary telephone manner.
- Ability to coordinate delivery/receipt of messages and mail, and follow-up accordingly.
- Assist with and/or conduct routine cleaning of the office.
- Maintain close communication with the camp offices, nurses, management team, and camp drivers.
- Manage and maintain a flexible schedule on time and on target.
- Model a visible work ethic for all staff and campers. You see it you own it.
- Understand and promotes the YMCA values.
- Attend and/or conduct all staff meetings and training associated with the position.

- Assist with other projects or activities as needed.

PHYSICAL AND MENTAL REQUIREMENTS

1. Ability to visibly observe children.
2. Ability to lift up to 40 lbs. and transport equipment.
3. Ability to project voice so participants can hear instructions.
4. Ability to sit and stand for extended periods of time.
5. Ability to live and work in a variety of work environments (indoor, outdoor, noisy), cross rugged terrain and be subjected to fluctuating weather humidity/temperature/precipitation.
6. Ability to communicate (written and verbal) effectively.
7. Ability to concentrate even when distracted by noise and activity.
8. Ability to reason, solve problems and make independent judgment and decisions.
9. Ability to observe and promote safety and security procedures.
10. Ability to physically and mentally respond to emergencies and administer CPR and First Aid effectively.
11. Vision abilities include close vision and ability to adjust focus.
12. Ability to effectively present information and respond to questions from employees, volunteers, members and participants.

MEMBER INVOLVEMENT SKILLS

- Be informed and up to date on the latest developments in your field.
- Acquaint members with other YMCA programs and benefits.
- Develop relationships that promote the building of small communities.
- Recommend participation in a variety of YMCA programs.
- Support our YMCA annual campaign.
- “Mom” is our number one customer. Treat her and her children accordingly.
- Provide an environment in which valuing diversity is encouraged.

EFFECT ON END RESULT

1. All parents, campers, and staff are addressed and hosted in a thoughtful, courteous and timely manner.
2. The office, its store and their contents are dealt with in a professional manner.
3. Camp staff recognizes the unpredictability of emergencies and can react to on-demand needs, 24 hours a day.
4. Camp staff will be competent, highly trained and mission-driven.
5. Parent and participants will feel positive about being involved with our YMCA.
6. Creation of a safe and nurturing environment for program participants, parents, volunteers and staff.
7. Effective department management as evidenced by adequate coverage at all times.
8. Creation of an age-appropriate environment that meets the needs of the children we serve.
9. Safety will be considered a first priority as demonstrated by all staff following safety policies and procedures.
10. Effective mentoring of campers, and staff.
11. A strong mission-driven Camp program with a clear commitment to character development of caring, honesty, respect, and responsibility and healthy spirit, mind and body.

Acknowledgement of Position Description

Date