



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

MCGAW YMCA IN EVANSTON CAMP ECHO JOB DESCRIPTION

IDENTIFICATION:

Job Title: Office Assistant (Camp Echo)

Classification: Exempt (salaried)

Reports to: Summer Camps Director, Camp Echo

Department: (80) Camp Echo

Full or Part-time: PT/Seasonal

Revision Date: 10/19/2018

SPECIFIC DUTIES:

- Greets all guests, including vendors, contractors, alumni, parents or the public.
- Performs background checks for all of the above, as necessary, and provides appropriate identification.
- Receives Camp Echo mail and processes accordingly.
- Answers Camp Echo phones and addresses questions, redirects, or takes messages for prompt follow-up.
- Corresponds with parents via email.
- Assists the trading post with closing accounts, including staff accounts, at the end of each session.
- Prints and distributes camper lists daily to program and activity leaders.
- Sorts all campers T-Shirt for all 6 sessions
- Prints and sorts camper forms for the start of each session.
- Ensures copies of camper health forms are prepared in advance for all groups leaving camp.
- Sorts all health and personal history forms printed off by Operations Director
- Shreds any sensitive information on a regular basis.
- Transfers camper notes into CampMinder for camp staff.
- Completes off-camp errands as needed, such as taking campers to local clinic or depositing revenue at bank.
- Helps with last day (Friday) and first day (Sunday) operations
- Work with full time staff for processing invoices on time
- Assists Camp Echo managers and directors with other projects as requested.

ADDITIONAL DUTIES:

- Welcomes all who come onto camp property.
- Models, teaches, and upholds the Camp Echo Code of Conduct and protects the well-being of all campers.
- Cares for and maintains equipment, supplies and property of camp.
- Maintains positive relationships with campers, parents and other staff.
- Encourages physical, emotional and spiritual growth and positive character development in all campers.
- Practices cultural humility, striving to actively learn about and be sensitive to cultures different than their own
- Prepared to do whatever else is deemed necessary by the Camp Director.

BUDGET FOR WHICH THE POSITION IS RESPONSIBLE FOR:

EXPENSE: NULL

INCOME: NULL

NUMBER OF STAFF (VOLUNTEERS) SUPERVISED: INCLUDE SEASONAL PERSONNEL AS PART TIME: NULL

MCGAW YMCA LEADERSHIP COMPETENCIES (Highlight one):

	Leader*	Team Leader	Multi-Team Leader	Organizational Leader
Values	Accepts and demonstrates the Y's values.	Models and teaches the Y's values.	Reinforces the Y's values within the organization and the community.	Incorporates the Y's mission and values into McGaw's vision and strategies.
Community	Demonstrates a desire to serve others and fulfill community needs.	Ensures a high level of service with a commitment to improving lives.	Effectively communicates the benefits and impact of the Y's efforts for all stakeholders.	Ensures community engagement: promotes the global nature of the Y.
Inclusion	Works effectively with people of different backgrounds, abilities, opinions and perceptions.	Champions inclusion activities, strategies, and initiatives.	Develops strategies to ensure staff and volunteers reflect the community we serve.	Advocates for and institutionalizes inclusion and diversity throughout McGaw.
Relationships	Builds rapport and relates well to others.	Builds relationships to create small communities.	Builds and nurtures strategic Relationships to enhance support for McGaw.	Initiates the development of relationships with influential leaders to impact and strengthen the community
Developing Others	Takes initiative to assist in developing others	Provides staff with feedback, coaching, guidance, and support.	Provides tools and resources for the development of others	Ensures that a talent management system is in place and executed effectively.
Decision Making	Makes sound judgments, and transfers learning from one situation to another.	Provides others with the frameworks for making decisions.	Integrates multiple thinking processes to make decisions.	Possesses penetrating insight and strong strategic and critical thinking skills.
Change Capacity	Demonstrates an openness to change, and seeks opportunities in the change process	Facilitates change; models adaptability and an awareness of the impact of change.	Creates a sense of urgency and positive tension to support change.	Effectively drives change by leveraging Resources and creating alignment to expand organizational opportunities.

*Leader is the category for all McGaw employees who are not supervisors, managers, directors, etc. In this regard, ALL McGaw employees are leaders.

ABUSE RISK MANAGEMENT REQUIREMENTS (Highlight one):

For employees who directly supervise youth	For employees who do not directly supervise youth	For supervisors and administrators
Adheres to policies related to boundaries with youths	Adheres to policies related to boundaries with youths	Follows employee screening requirements and uses screening instruments to screen for abuse risk
Attends required abuse risk management training	Attends required abuse risk management training	Provides employees with on-going supervision and training related to abuse risk
Adheres to procedures related to managing high-risk activities and supervising youths	Reports suspicious and inappropriate behaviors	Provides employees with regular feedback regarding their boundaries with youths
Reports suspicious or inappropriate behaviors and policy violations	Follows mandated abuse reporting requirements	Requires employees to adhere to policies and procedures related to abuse risk
Follows mandated abuse reporting requirements	Adheres to job specific abuse risk management responsibilities <ul style="list-style-type: none"> • Custodians—ensures unused locker rooms and closets remain locked; routinely monitors high-risk locations • Front desk personnel—ensures youths are properly signed in and out, ensures only authorized adults are allowed in the facility, etc. 	Responds quickly to policy and procedure violations using the organization's progressive disciplinary procedures
		Responds seriously and confidently to reports of suspicious and inappropriate behaviors
		Follows mandated reporting requirements
		Communicates to all employees the organization's commitment to protect their youths from abuse
		Reports essential abuse risk management information to the board of directors.

QUALIFICATIONS:

- Age 19 or older
- Experience or training in business management functions
- Strong customer service skills
- Competent in Microsoft Office, Word, and Excel
- Certified in CPR and First Aid
- Highly organized
- A commitment to working with a diverse staff and camper population for the fulfillment of YMCA goals

WORKING CONDITIONS (Check all that apply):

Walking Crouching Lifting (25lbs) Sitting Stooping Kneeling
 Climbing Standing Carrying (25lbs) Pulling (25lbs) Pushing (25lbs)
 Other: _____ Other: _____

The Y: We're for youth development, healthy living, and social responsibility.