



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

MCGAW YMCA IN EVANSTON CAMP ECHO JOB DESCRIPTION

IDENTIFICATION:

Job Title: Operations Specialist (Camp Echo Summer Camps) **Department:** (80) Camp Echo

Classification: Exempt (salaried)

Full or Part-time: PT/Seasonal

Reports to: Operations Director, Camp Echo

Revision Date: 10/19/2018

SPECIFIC DUTIES:

- Ensures smooth operation of Camp Echo IT
 - Supports Trading Post and office staff with IT
 - Manages wireless networks, including password management, continuously seeking range improvement
 - Ensure paper, toner and office supplies are stocked
- Maintains timely and accurate organizational communication
 - Post updates to CampMinder including camper lists daily, bus rosters, and bus log updates
 - Works with Town Run to ensure all mail and packages are received by campers and manage cleanliness of loading dock
 - Works with photographer on Camp Echo social media presence and messaging throughout the summer
 - Design, print and stamp all birthday cards for following year
- Day-to-day operations of camp
 - Runs the bus lunches operations, collecting departure info, making bus slips & making bus lunches with crew
 - Makes bus rosters and brief the bus captains
 - Make name badges for staff and visitors
 - Oversees radio checking in and out process
 - Insure mailbox names are correct for each session
 - Work at the Trading Post for one period each day
 - Drives programs as assigned (if over 21 years old)
 - Completes any other tasks as directed by Summer Camps Director
- Track and order stock for staff/camper shirts and trading post
 - Make Olympics teams with On-Site Program Coordinator and order shirts
 - Track staff shirts and order shirts
 - Track trading post stock and inform Trading Post Manager when order is needed
- Works with Photographer to ensure top-notch and innovative use of media at Camp Echo.
 - Accountable for excellent photos posted to CampMinder 2 times per day, representing what happens at Echo
 - Accountable for organizing camp photos throughout the summer, eliminating photos that are not of use
 - Continuously working to develop new and creative ways to use media at camp and throughout the year, and collecting necessary content during the summer programs.

ADDITIONAL DUTIES:

- Maintains the cleanliness of the living space to which he or she is assigned.
- Assists in the assignment of campers to Campativity classes.
- Aids in the development and education of assistant counselors, CITs and LITs.
- Substitutes for assigned counselors in a cabin as needed.
- Shares responsibility for staffing layovers or busy duty with other staff members.
- 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
- 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 Operations Manager.

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 21 or older
- Availability from MDW through LDW ensuring adequate summer preparation and post-season wrap-up.
- Highly organized and adept with various technologies, including computer networks, printer, etc
- Computer literate. Skills in file organization & Social networking a big plus
- Certified in CPR and First Aid
- Possess a variety of skills and experience with youth
- 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: This position is expected to live on site.

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