



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

MCGAW YMCA JOB DESCRIPTION

IDENTIFICATION:

Job Title: Service Specialist

Classification: Non-Exempt

Reports to: Property Manager, Camp Echo

Department: (80) Camp Echo

Full or Part-time: Seasonal

Revision Date: 10/19/18

POSITION SUMMARY:

The Service Specialist provides direction and supervision to ensure the physical and emotional well-being of the Junior Support Staff (under 18) working with maintenance and service each session. The Junior Support Staff program is a central component of the high school leadership progression, from Leaders-In-Training, Counselors-In-Training, Junior Support Staff and finally to Assistant Counselors. The Service Coordinator will perform routine tasks on a daily and weekly basis with the Junior Support Staff to ensure the upkeep, cleanliness, and function of Camp Echo's various facilities and equipment. The Service Coordinator will live on-site and will have on-call responsibilities in the evening on a rotating basis.

ESSENTIAL FUNCTIONS:

Leadership Development and Service

- Trains, supports, and evaluates Junior Support Staff working with maintenance and service.
- Overseeing cabin inspections each day and working with campers and counselors to ensure cleanliness in living quarters.
- Facilitates service projects with campers and staff.
- Teach Junior Support Staff impact of service on camp through work on grounds, facility upkeep and program support.
- Support leadership development program for all Junior Support Staff, by working with the On-Site Teen Directors to facilitate team building and learning opportunities.

Program Support

- Keeps firewood shelters stocked with dry wood.
- Regularly supports events such as Olympics and Burning Triangle.

Grounds and Facility Upkeep

- Collect and dispose of camp garbage and recycling on a daily basis in a tidy manner.
- Landscape camp grounds, such as mowing grass, weed removal, tree trimming, etc.
- Stock, re-fill, and sanitize bathrooms on a daily basis.
- Completes common facility upkeep, such as screen repair and painting, as assigned.
- Performs routine preventative maintenance checks of camp facilities.
- Monitors life safety in all facilities (smoke detectors, fire extinguishers, and CO2 detectors).
- Reports any un-tidy living spaces to the Summer Camps Director.
- Reports safety hazards promptly to Property Manager.

Additional Responsibilities

- Contribute to facility enhancement projects.
- Practices cultural humility, striving to actively learn about and be sensitive to cultures different than their own
- Anything deemed necessary by the Property Manager.

BUDGET FOR WHICH THE POSITION IS RESPONSIBLE FOR:

EXPENSE: Null

INCOME: Null

NUMBER OF STAFF (VOLUNTEERS) SUPERVISED: *INCLUDE SEASONAL PERSONNEL AS PART TIME:* 12

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 (Including requisite computer skills):

- Age 21 or older
- Certified in CPR and First Aid
- Positive, energetic role model and team player with strong communication skills.
- A team player that can support the needs of various departments at camp.
- Self-motivated worker with facility management and/or construction experience.

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.