



JOB POSTING

Tuesday, February 7, 2012

Office Administration and Support

**Hamilton Downtown Family YMCA
79 James Street South
Hamilton, Ontario**

Secondary Location: Camp Chippewa

Salary Range: \$10.25/hr

Placement: June 2012

Overview:

As one of the largest charitable community service organizations in Canada, the YMCA of Hamilton/Burlington/Brantford responds to critical social needs in the community and works to provide solutions. By nurturing the potential of children, youth and adults, the YMCA connects people to life-building opportunities, to each other and enhances their quality of life. We foster social responsibility and healthy living. The YMCA works collectively with community partners that share the YMCA's determination in strengthening the foundations of community for all people.

This position requires a commitment to the YMCA mission and core values of: Responsibility, Caring, Honesty and Respect, as well as, a commitment to building developmental assets in children and adults.

Nature & Scope:

The Office Administrator is responsible for the administrative duties required to deliver the summer day camps at Camp Chippewa. The office administrator will report directly to the Site Director and be responsible for monitoring attendance, following up with incidents or absent campers, answering phone calls to camp and working as a team to ensure safe, quality programs.

Responsibilities:

- Attendance – ensure bus monitors hand in attendance and then compare this attendance to the attendance sheets submitted by the Camp Counselors
- Ensure counselor program sheets are handed in on time and then passed to Directors and Area Heads for approval
- Answer camp phone, assist Director with addressing parents questions and concerns when needed
- Prepare counselor groups lists for each week of camp, and ensure the bus monitors receive their updated lists each week
- Sign visitors in and out and sign in and out campers who are dropped off and picked up
- Ensure there are adequate medical supplies in the office
- Scheduling of activities
- Attend staff meetings, record and type up minutes
- Assist with the completion of all administrative duties delegated by Site Director (ie. Camp attendance, bus attendance, accident/incident reports, camp newsletter, alphabetically file behavior logs, sign in and out of walkie talkies)
- Other responsibilities as required in dynamic working environment
- Provides assistance with Day Camp set up and tear down (June and last week of camp)

Qualifications:

- 17 years of age before the summer
- 2 year post secondary degree/diploma, or pursuing the same, in any office administration or business discipline
- Current standard First Aid and Basic Rescuer (CPR)
- Must be able to attend staff training
- Previous YMCA camping or child and youth program experience is preferred

Competencies:

- Concern for Health and Safety
- Child and Youth Focused
- Service Oriented
- Team Player, yet able to work individually
- Quality focus
- Commitment to Caring, Honesty, Respect and Responsibility
- Focus on Developmental Assets and child development

If you are interested in this position, please submit your letter of application and resume to:

Shawna MacLellan

Director of Day Camps and Community Outreach
YMCA of Hamilton/Burlington/Brantford
79 James St. S Hamilton ON
(P) 905 529 7102 ext 5012
(F) 905 317 4917

We thank all applicants, however, only those considered for an interview will be contacted.

Thank you.

Email: hamburl_daycamps@ymca.ca