



Office Administration and Support

Camp Chippewa

JOB DESCRIPTION

Job Title:	Camper Support	Date Prepared:	December 2008
Level:	11	Range:	\$10.50/hour
Department:	Day Camping	Prepared by:	U. Vrkljan

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.

JOB SPECIFICATIONS

EDUCATION/EXPERIENCE

- 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

DAILY DUTIES

- 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)

POSITION CONDITIONS

- This position requires the incumbent to work outdoors/indoors during the summer months under various weather conditions conducive to the summer season

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

CONTACT INFORMATION/HOW TO APPLY

Please forward your cover letter (please indicate position/program/location preferences, previous experience, and summary of qualifications) and resume to:

Laura McMahon
Director of Day Camping and Community Outreach
905-317-4906

Mail or drop off to: 79 James Street South
Hamilton, ON L8P 2Z1

E-mail: laura_mcmahon@ymca.ca

Fax: YMCA Day Camping, 905-529-6682

Thank you to all applicants who apply, however only those selected for an interview will be contacted.