



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

SCHEDULE B

Position: Support Staff – Office

Reports to Project Manager

General Function The Office Assistant will aid in the overall operation of the Office and Camp Store. They will provide a safe and nurturing environment for campers and staff and will be actively involved and have a positive attitude about all camp activities and their assigned duties.

Entry Requirements

- Desire and ability to work with and relate to children and one's peers
- Preferred college student
- Good communications skills (oral and written)
- Ability to work independently from supervisor
- Good role model, high integrity, and adaptable
- Experience in office procedures preferred (i.e. computer data entry, word processing, filing, answering phone, photocopying, customer service, etc..)
- Preferred to be at least 21 years old, with a valid driver's license and an acceptable driving record.

Job Segments

1. Opening and closing of the Office.
2. Assist with Check-in and Check-out Procedures
3. Sort and distribute mail and e-mail.
4. Involvement with operation of Camp Store, including, but not limited to inventory, tracking camper purchases, preparing camper store cards and general maintenance and cleaning
5. Assist with all Office procedures, including, but not limited to answering phones, disseminating accurate and timely messages, filing, mailings, etc..
6. Actively participate in staff meetings.
7. Demonstrate and teach the values of caring, honesty, respect, and responsibility to all campers and staff.
8. Follow all camp rules and regulations and enforce them among peers.
9. Maintain positive public relations with parents, visitors, and the general public at all times.
10. Submit all required paperwork on time.
11. Perform other duties as assigned.

12/16

Camp Hazen YMCA

204 West Main Street, Chester, CT 06412
(860) 526-9529 Fax: (860) 526-9520



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Essential Functions

1. Ability to communicate with co-workers, supervisors, vendors and parents.
2. Ability to observe camper and staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
3. Visual and auditory ability to identify and respond to environmental and other hazards related to assigned activities.
4. Physical ability to perform assigned Office Tasks.
5. Physical ability to respond appropriately to emergencies and situations requiring first aid.
6. Emotional maturity and ability to live with peers in communal setting on site for the duration of the season.
- 7.

Effect on End Results

1. To the extent that campers develop in caring, honesty, respect, and responsibility in a safe and nurturing environment.
2. To the extent that equipment and facilities are kept in good repair and condition.
3. To the extent that each job segment will be performed to the highest quality so that everyone may experience enjoyment and success.