



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

CAMP MANITO-WISH YMCA – TRADING POST/OFFICE ASSISTANT

MINIMUM QUALIFICATIONS:

1. Minimum age of 18 years
2. Work independently and meet assigned deadlines
3. Ability to role model optimism, resilience, humility, empathy, awareness of self and others, resourcefulness, responsibility and adaptability on a daily basis
4. Desire and proven ability to work with children and adults
5. Intermediate computer skills
6. Entry level knowledge of the workings of an office environment
7. Entry level knowledge sales environment

RESPONSIBLE TO: Director of Finance & Administration

ESSENTIAL FUNCTIONS:

1. Assist year round Office Assistant with the management of incoming and outgoing mail on a daily basis.
2. Assist with answering telephones and greeting visitors, alumni and guests.
3. Provide clerical support to the business/finance office, including, but not limited to, assisting with mailings, filing, and miscellaneous projects that arise.
4. Provide support and assistant with Camp Store operations as needed
5. Uphold Camp Manito-wish YMCA policies, expectations and values.
6. Take on other assignments as requested for the overall good of the organization.

SPECIFIC RESPONSIBILITIES:

1. Daily Camp Store operations:
 - a. Working the Camp Store for camper, leadership programs and staff
 - b. Ensuring Camp Store is stocked for operations
 - c. Maintaining a cleanliness and organization within the Camp Store
 - d. Monitoring inventory to ensure availability
2. Support Camp Business Operations:
 - a. Assist with phone and front desk support/coverage as needed
 - b. Assist with various office functions as they arise (e.g. filing, mailings, etc.)
3. Understand and commit to:
 - a. The Manito-wish Mission, Vision and Commitment Statements
 - b. The YMCA core values of caring, honesty, respect, and responsibility
 - c. All policies related to Child Abuse Prevention directed by Camp Manito-wish YMCA
 - d. Upholding the rules and policies of Camp Manito-wish YMCA and support the group living experience
4. Capable of effective and sustained mental, emotional, and social interaction and resiliency with others in Camp's fast-paced, youth-centered, community living environment
5. Attend each meal when not on time off
6. Actively participate in all training sessions when required
7. Perform other duties as assigned

TIME OFF:

1. Two 24-hour and one 12 hour period off per session
2. Any other time off at the discretion of the Director of Finance & Administration