



CAMP MANITO-WISH YMCA – ELMER OTT’S EMERGING PROFESSIONAL IN CAMPING

JOB OBJECTIVE:

This position will provide you with a breadth of experience from hiring and recruiting, hosting and facilitating, program preparation, resume building, networking and so much more! With a true foot on the ground opportunity to engage in the full spectrum of what a Camp career has to offer, this is a wonderful chance to determine if it's the right career path for you. This position may also be curated to fulfill the needs of an educational, for credit, internship!

MINIMUM QUALIFICATIONS:

1. Excellent communication and organization skills
2. Prior hiring experience
3. Maintain flexibility and attention to detail
4. Solution-oriented
5. Able to maintain mental, emotional and social resiliency
6. Ability to perform and respond positively under pressure and in a fast-paced environment
7. A diverse Camp Manito-wish YMCA experience is appreciated.
8. Clean driving record necessary and ability to travel
9. A clean criminal background check is required

KNOW HOW:

- Familiarity with requirements, roles, and expectations of seasonal staff positions
- Ability to parlay candidate experience to existing Camp Manito-wish YMCA job opportunities
- Familiarity with the Camp Manito-wish YMCA camper and staff population
- Microsoft Office and Zoom experience is preferred
- Ability to learn our database software required

ESSENTIAL FUNCTIONS:

- Assist in the recruitment of high-quality staff members to fully staff Leadership, Outpost, and Summer Camp Programs
- Serve as a member of the program and staff/camper recruiting teams
- In collaboration with Program Directors:
 - Track applicant progression through application process
 - Set up and conduct interviews
 - Make and track reference calls
 - Keep applicants up to date through interviewing and onboarding processes
 - Create and share Seasonal Staff Newsletter
- In collaboration with Marketing and Recruitment Director:
 - Update and check recruitment online portals
 - Attend recruitment events
 - Work with teachers/professors for a classroom presentation
 - Call, email, and/or message provided contact lists
 - Adapt, share and track Staff Incentive Program information
 - Assist with camper/participant recruitment
 - Brainstorm new recruitment ideas.

- Create and distribute of recruitment related marketing materials including digital and social media
- Create and produce “Winter in the Pines” video monthly

OTHER DUTIES:

Camp Manito-wish YMCA staff will work with candidates to gauge interest in the many different areas of a camp career. Over the course of this position, it will be expected that the selected candidate spends time with all areas of our Camp team including Summer Camp, Outpost, Leadership, Administration, Property, etc. A main area of emphasis will be chosen in collaboration with the Camp Manito-wish year round team with the expectation that ~1 day per week spent in that focus area.

- Communicate with staff via open door policy, phone, e-mail, forums, and newsletter articles.
- Assist with Winter/Spring Leadership Programming as a Facilitator and/or Administrator.
- Host Manito-wish Groups which requires the position to be on-call at least one weekend each month as well as assist with coordination and facilitation of activities.
- Help coordinate Winter Staff Retreat.
- Work with year-round staff to strategize and plan for summer program delivery, including helping design staff trainings and build seasonal staff culture.
- Other duties and projects as assigned.

The expectation for this position is to continue employment in a seasonal administrative position during the following summer.

BENEFITS:

- Salary Range: \$500-\$525/week
- 5 days of PTO, 3 sick days
- Furnished, on-site housing included
- Meals when provided on site while Camp Manito-wish programming is in session
- Connection to the Emerging Professionals in Camping Network through the ACA
- A lasting Mentor/Mentee relationship with one of our Alumni Mentors who is well connected and versed in your area of interest

HIRING TIMELINE:

- Applications accepted now through September 15th.
- Applicants selected for an interview will be contacted the week of September 18th.
- Interviews conducted late September.

POSITION DATES:

- November 1, 2023– April 30, 2024

SEND RESUME AND COVER LETTER TO:

Sara Farrow, Director of Marketing & Recruitment at Sara.farrow@manito-wish.org.

Your cover letter should include why you are interested in this position, as well as which area of emphasis you may be interested such as Summer Programs, Leadership, Emerging Leaders, Outpost, Property, Kitchen, Administration, Development, Marketing, etc.