



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

CAMP MANITO-WISH YMCA – Trading Post/Office Assistant

MINIMUM QUALIFICATIONS:

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

RESPONSIBLE TO: Director of Finance & Administration

ESSENTIAL FUNCTIONS:

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

SPECIFIC RESPONSIBILITIES:

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

TIME OFF:

- Two 24-hour and one 12-hour period off per session
- Any other time off at the discretion of the Program Director



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