



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

Title: Office Assistant

Start Date: May 21st

Reports to: Office Manager & Summer Program Director

End Date: Aug. 4th

Pay: Minimum wage or \$180/wk plus room and board

General function: Under the general direction of the Office Manager and Summer Program Director, this person will be responsible for Camp Wood office operation during the afternoons, Monday through Friday and assisting in Check-In and Check-Out procedures.

Qualifications:

1. Excellent public relation and phone skills.
2. Well organized.
3. Furnish Camp Wood YMCA with a current physical examination form signed by a licensed physician, showing you to be in good health and free of contagious diseases. Camp Wood will furnish physical form.
4. Love to work with children and be ready for challenging, yet rewarding work.

Specific Responsibilities:

1. Run the Camp Store (Canteen), keeping track of inventories and sales.
2. Assist with gathering of office paperwork to include but not limited to camper health forms, daily camp schedules, check in and check out forms
3. Contact parents regarding paperwork and balances
4. Assisting with camper check-in and check-out
5. Camp receptionist after 5:00 pm
6. Assisting with updates on camp promotional sites such as Facebook, Twitter, and Flickr