



**HUNTERDON COUNTY YMCA
JOB DESCRIPTION**

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

JOB TITLE: Health & Office Coordinator
REPORTS TO: Camp Director
JOB CATEGORY: Non-Exempt, Part-Time

DEPT: Camps
SALARY GRADE: 6
DATE: 6/3/16

GENERAL FUNCTION:

This position will be responsible for assisting the Senior Program Director with communications to parents, campers, camp staff and YMCA branches; word-processing, data entry, and general clerical work related to YMCA Camp management; and managing the health and safety of the children and staff at camp.

At the YMCA we value the following attributes of personal character and ethical behavior and believe they are essential to attaining our mission:

Caring: To love others; to be sensitive to the well-being of others; to help others.

Honesty: To tell the truth; to be worthy of trust; to have integrity.

Respect: To treat others as you would have them treat you; to value the worth of every person, including yourself.

Responsibility: To do what you ought to do; to be accountable for your behavior and your obligations.

As an essential function of this position, the individual must be able to communicate, teach and model these values to members, program participants and the general public.

EDUCATION, KNOWLEDGE, SKILLS AND ABILITIES:

1. Must be at least 21 years old.
2. Currently enrolled in college level courses, and/or has completed at least 10 hours of college accredited classes.
3. Prior experience with a variety of administrative tasks.
4. Basic typing and 2 years hands-on computer experience with word-processing (Microsoft Office programs: Word, Excel, Publisher & other Windows Applications).
5. The ability to deal cordially with a wide variety of personalities both on the phone and in person.
6. Good time management and organizational skills.
7. The ability to work productively without constant oversight.
8. Experience with a variety of contemporary office equipment.
9. Must have at least 2 years prior experience working with children ages 4 to 14.
10. Prior experience working with and supervising staff.
11. Personal character traits, consisting of the ability to be flexible, cooperative, understanding, personable, yet alert, stern and organized.
12. Must be able to swim.
13. Holds current certification in First Aid, CPR, AED and epi-pen administration.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to withstand the heat, sun &

rain of the summer; stand; walk; reach with hands or arms; lift and/or move up to 50 pounds; climb or balance; and stoop, kneel, crouch, or crawl. The employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

PRINCIPAL JOB SEGMENTS:

1. Processes and cross checks all Camp registrations in coordination with the Program Billing Coordinator.
2. Sends out parent packets and confirmation notifications to parents / guardians of camp enrollees.
3. Calls parents / guardians regarding late payments and missing health forms.
4. Develops all attendance rosters for camps.
5. Interviews and assists in hiring camp staff.
6. Assist in the preparation of staff paperwork.
7. Assists in the answering and returning of phone messages and emails.
8. Provide word-processing, typing and copying support for Camp directors.
9. Assists in communications between camp and YMCA branches
10. Maintains accurate records of camper and staff attendance.
11. When workload requires, bring in volunteer to assist with clerical work related to preparation of materials for major mailings.
12. Reviews all health forms and keeps them organized.
13. Ensures that each child and staff member have a health form.
14. Calls parents / guardians regarding missing health forms.
15. Provides basic first aid to children and staff when needed.
16. Engages emergency services if needed.
17. Keeps the first aid supplies fully stocked.
18. Does weekly safety inspections of the entire camp property and reports safety concerns to maintenance staff.
19. Observes and reports the safe operation of all activities at camp.
20. Monitors and documents the temperature in the freezers and refrigerators daily and reports any problems to the maintenance staff.
21. Calls all parents / guardians if child is absent and notification has not been provided.
22. Assists in the answering and returning of phone messages
23. Assists in communications between camp and YMCA branches.
24. Communicate information to day camp staff from parents and directors.
25. Maintains accurate records of camper and staff attendance.
26. Fills out accident and incident reports as necessary.
27. Supports and participates in Association Initiatives according to Association criteria. Partners with other departments or outside agencies as appropriate to ensure success.
28. Builds relationships with members; encourages members to build relationships with other members and join in the YMCA movement.
29. Facilitates and guides the teaching of the values of caring, honesty, respect, and responsibility in our YMCA programs. In addition, models these values personally.
30. Follows all Hunterdon County YMCA policies and procedures.
31. Keeps the Senior Program Director, Camp Director & maintenance staff apprised of situations requiring their attention.
32. Attends trainings, seminars and meetings as required.
33. Performs other job-related tasks as requested and necessary.

EFFECT ON END RESULTS:

The Health & Office Coordinator fills a vital role for the Hunterdon County YMCA staff team. The

effectiveness of the incumbent shall be measured by the degree to which:

1. The YMCA will be known as a leader in the community, as a mission-driven, values-driven, ethical organization.
2. Administrative materials are prepared in a timely and accurate manner.
3. Camp records are processed in a timely and accurate manner.
4. Health records are complete and organized.
5. YMCA, American Camping Association and NJ Youth Camp Safety Act rules regulations and guidelines are adhered to at all times.
6. Camp group and activities run smoothly and in a safe organized manner.
7. Satisfaction with program will be positive and evident through evaluation reports completed by parents each summer.
8. Good rapport with members, volunteers and fellow staff is maintained.
9. Senior Program Director is kept informed of matters requiring his/her attention.

Incumbent Name: _____

Incumbent Signature: _____ Date: _____

My signature on this job description indicates my understanding and agreement with the requirements of this position.