



## SUMMER CAMP JOB ANNOUNCEMENT/DESCRIPTION

**POSITION TITLE: Office Manager/Health Assistant**

**REPORTS TO: Camp Director**

**DATE: Summer 2020**

**GENERAL FUNCTION:** The Office Manager is responsible for coordinating with the Camp Director and Program Director with planning and leading general program operations and adventure trips, camper supervision, general office duties, staff files, record keeping, schedule coordinating, maintaining program equipment and general facility cleanliness, waterfront supervision, and kitchen support and supervision. Health care duties include general First Aid.

YMCA Camp Glacier Hollow offers a variety of traditional Resident Overnight Camps, Day Camps and Adventure Trips for youth ages 7-17. We are dedicated to providing a safe, fun and small group environment, which develops the spirit, mind and body of each individual. Camp is a special place where youth and teens learn about the environment, develop positive values, make meaningful friendships, learn new skills and increase self-confidence. In our community of caring adults Y Camp Glacier Hollow helps kids grow and find themselves. Camp is nestled just 14 miles east of Stevens Point in beautiful Central Wisconsin on Lake Elaine. Camp serves up to 175 total campers per week and runs from May 18 – August 28, 2020.

**QUALIFICATIONS:** The Office Manager/Health Assistant must be at least 21 years of age and has previous camp or related leadership and health services experience. First Aid/CPR Certification required. Lifeguarding certification is preferred. Preference will be given to applicants who have completed college course work or a degree in Management, previous camp experience, and/or youth experience. Previous leadership experience and/or desire to work with youth and teens is required. Must be a positive role-model, flexible, energetic, dedicated and a responsible team player. Some online pre-camp training may be required.

**PHYSICAL REQUIREMENTS:** Must be able to lead and participate along with groups of campers in various physical activities and in various indoor/outdoor settings. A high level of physical fitness, energy, and stamina, as well as, being able to lift/carry/load heavy supplies and equipment is required. Such activities include traditional camp activities, canoeing, team building, swimming, and other sports and activities. Must be able to respond to campers or staff needing first aid in various situations around camp grounds. Prior to work all staff will be required to provide a Physician signed health examination.

**SALARY:** Salary pay ranges from **\$275-\$295/week or \$8.00-\$9.50/hour** for 14-15 weeks from May 18 – August 28, 2020 (depending on full time/part time schedule, experience, qualifications and room and board).

**APPLICATIONS:** For more information and application forms, please contact:

Tiffany Praeger, Camp Director  
Stevens Point Area YMCA, 1000 Division Street, Stevens Point, WI 54481  
[tpraeger@spymca.org](mailto:tpraeger@spymca.org) (715) 342-2980 ext. 326

**APPLICATION DEADLINE:** Accepting applications until a qualified candidate is identified.

**WORK SCHEDULE:** The Stevens Point Area YMCA has a full schedule of programs during the summer months, including programs that continue on some weekends and holidays. Typical schedule for the Office Manager/Health Assistant is Sunday – Friday, 40 hours/week, with daily flexibility and will include day and some evening, overnight and weekend times. A schedule will be arranged in advance.

**2020 PROGRAM SCHEDULES INCLUDE:**

Resident Camp Staff		Adventure Trip Staff		Day Camp Staff	
May 26-June 5	<b>Overnight Staff Training</b>	May 26-June 5	<b>Overnight Staff Training</b>	May 26-June 5	<b>Overnight Staff Training</b>
June 8-12	<b>LIT Training w/ Thurs. ON</b>	June 8-12	<b>LIT Training w/ Thurs. ON</b>	June 8-12	Building & Construction w/ Tues. ON
June 14-19	<b>CIT Training</b>	June 14-19	<b>CIT Training</b>	June 15-19	Carnival Kick-Off w/ Thurs. ON
June 21-26 June 21-24	<b>Huntin' Fishin' Campin' Beginning Adventures</b>	June 21-26	Resident Support	June 22-26	Holiday Hoopla
June 29-July 3	*Day Support; Thurs. ON	June 28-July 3	<b>Devils Lake Trip #1</b>	June 29-July 3	Wet n Wild I w/ Thurs. ON Horse Camp I-Beginner
July 6-10	*Day Support; Wed. ON	July 5-10	<b>Devils Lake Trip #2</b>	July 6-10	Hooked on Fishing
July 12-17	<b>Splash N Sport</b>	July 12-17	Resident Support	July 13-17	Culinary Chef...Camp Style
July 19-24	<b>The Adventure</b>	July 19-24	Resident Support	July 20-24	Exploring the Outdoors Horse Camp II-Beginner
July 27-31 <b>Aug 2</b>	Day Support; Wed. ON <b>Sunday Timbertop Training</b>	July 26-31 <b>Aug 2</b>	<b>Porkies Backpack Trip Sunday Timbertop Training</b>	July 27-31	Wet N' Wild 2 w/ Wed. ON
Aug 2-7	<b>Timbertop Camp for Kids w/ LD</b>	Aug 2-7	Resident/Day Support	Aug 3-7	Yeehaw Horse Week w/ HR
Aug 9-14	<b>Wise Spirits (Girls Camp)</b>	Aug 9-14	Resident/Day Support (all females on Res Camp)	Aug 10-14	Sports Training Camp (all females on Res Camp)
Aug 17-21	*Day Camp Support; Wed. ON	Aug 17-21	*Day Camp Support; Wed. ON	Aug 17-21	Art-tastic Vibes w/ Wed. ON Horse Camp III-Advanced
Aug 24-28 <b>Aug 29</b>	*Day Camp Support; Thurs. ON; Thurs. Open House <b>Saturday Camp Clean-up</b>	Aug 24-28 <b>Aug 29</b>	*Day Camp Support; Thurs. ON; Thurs. Open House <b>Saturday Camp Clean-up</b>	Aug 24-28 <b>Aug 29</b>	Crazy Campers' Choice w/ Thurs. ON; Thurs. Open House <b>Saturday Camp Clean-up</b>

*\*Indicates Possible Week Off (Depending on Requests and Need)*

*ON = Wednesday or Thursday Day Camp Overnighter*

**KEY RESULT AREAS:**

- Provide a SAFE and FUN experience for all summer camp program participants.
- Oversee the operation of the Health Center by preparing the Program Director for upcoming camps, conducting a weekly inventory of medical supplies and medications, preparing camper lists, health forms and medical needs/kits and for all off site adventures and overnight camping trips, and other duties as assigned.
- Provide first aid for injuries and illnesses.
- Coordinating with the Camp Director and Program Director with planning and leading general program operations and adventure trips, camper supervision, general office duties, staff files, record keeping, schedule coordinating, maintaining program equipment and general facility cleanliness, and kitchen support and supervision.
- Ensure smooth program operations that are responsive to participants needs.
- Establish positive and productive relationships with campers, parents and staff.
- Support social, emotional, spiritual, and physical development and provide positive guidance to all program participants.
- Provide positive leadership and role modeling.
- Maintain a flexible, energetic, and mature attitude.
- Incorporate Character Development, the YMCA Four Values, and the YMCA mission into all aspects of the camping programs.
- Maintain a commitment to professionalism, quality programming and clean facilities.
- Ensure the safety and wellbeing of participants by; making participants aware of and enforcing appropriate safety regulations and procedures, applying appropriate behavior management techniques, and maintaining all program equipment and facilities.
- Work as a contributing team member and demonstrate initiative.
- Adhere to the Stevens Point Area YMCA Code of Conduct, Staff Polices, and Camp Licensing procedures.
- Adhere to OSHA standards and guidelines.

I understand and mutually accept that the above job description represents my agreement as to the job to be performed and that this job description is not a contractual agreement.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Employer Signature \_\_\_\_\_

Date \_\_\_\_\_