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YMCA OF LANSING JOB POSTING

Camp Operations Support Specialist

General Function: Mystic Lake YMCA Camp is seeking a staff person who is responsible for engaging and building relationships with camp families while assisting camp management with overall operations of marketing, programming, and administrative responsibilities. Responsible for providing excellent service and engagement to all families, guests, and program participants in person and on the phone to ensure the purpose, mission and values of the YMCA are met. The successful candidate will be a member of the Mystic Lake YMCA Camp Leadership Team.

Job Requirements:

- Minimum 18 years old and High School Diploma or GED.
- Onsite housing required and provided by Mystic Lake YMCA Camp
- Experience with Microsoft Word, Excel, Adobe, Power Point, Publisher, virtual meeting platforms and database management
- Strong Organizational and Communication Skills
- Must be able to rapidly handle multiple tasks
- Other Desired skills include but not limited to operation of various office and multi-media equipment including video editing, photography, and social media
- Strong organizational and communication skills
- Complete all required YMCA trainings when needed
- Ability to respond to safety and emergency situations

Position Responsibilities:

- Answers phones: positively respond to camper inquiries; routes calls as necessary
- Document management: obtains and compiles information; maintains files in an orderly fashion; faxes, emails and mails on a regular basis; program roster creation and management, assigns cabins, ensures confidentiality
- Serve as Registrar for all camp programs
- Corresponds with partner agencies and user groups to manage contracts, invoices and accounts receivable
- Manages scholarship applications and Trades
- Lead role for summer camp check-in and check-out
- Assist with special events and annual campaign
- Collaboratively work with Metro Marketing Director to provide marketing support including summer camp photo program, social media and parent/staff communication.
- Provide software training for Mystic Lake key staff
- Provide program activity leadership or serve as Cabin Counselor as needed
- Actively participates in maintaining all necessary certifications and obtaining association required YMCA trainings.
- Performs other functions as assigned by supervisor
- Other duties as assigned

Disclaimers:

- Must complete successful background screening and drug test for YMCA and all other off-site screenings for partnering organizations.

- This job description may not be all-inclusive and employee is expected to perform all other duties as assigned by direct management.
- Job descriptions and duties may be modified when deemed appropriate by management.

Hours/Salary/Benefits: seasonal; must be available to work Monday-Sunday depending upon needs of Mystic Lake YMCA Camp. Hours will vary depending upon the season. \$275/week plus encumbant will receive meals while campers/groups are utilizing the facilities.

Deadline: March 15, 2021

Contact: Amy Stearns, Director of HR & Risk, careers@lansingymca.org or apply online at www.lansingymca.org