



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## OPEN POSITION ANNOUNCEMENT

**Position:** Center Administrator I (PT) – Camp Minikani  
**Locations:** YMCA Camp Minikani (875 Amy Belle Road Hubertus, WI)  
**Reports to:** Operations Executive – Camp Minikani  
**Wage Range:** \$10.35 - \$12.95 (Based on experience)

### **Major Responsibilities:**

- Act as first point of contact for all phone calls and emails to general Minikani account.
- Act as first point of contact for all registration and information requests.
- Provide support to Operations Executive in the following areas: correspondence; meetings, campaigns, community and volunteer relationships, and general organization.
- Ensure prompt and accurate allocation of incoming correspondence, invoices, and inquires.
- Serve as the Center contact for administrative needs including office supplies and equipment, mail, schedules, etc.
- Provide meeting support including minutes, set ups, schedules, and communication as requested.
- Assist staff in fostering community/volunteer relationships.
- Responsible for other duties and projects as necessary to achieve goals and priorities of the Association.
- Responsible for strict adherence to all policies and procedures related to safety and conduct rules and other regulations.

### **Qualifications:**

- High school diploma or equivalent required; Associate Degree in Business Management/Administration preferred.
- A minimum of 1 year in a customer service environment is required.
- High level of organization, as well as the ability to deal with a variety of participants, staff and volunteers through effective written and verbal communication.
- Proficient computer skills, in-depth knowledge of software such as MS Office Suite (Word, Excel, and PowerPoint).
- Customer focused attitude; ability to provide the highest quality customer service for Camping services.
- Knowledge of standard office administrative practices and procedures.
- Demonstrated success in work requiring a high level of accuracy and confidentiality.
- Must be able to work in cooperation with a team and in a cross function focus.
- Creative problem-solver; ability to develop innovative solutions to complex issues.
- Excellent written and oral communication skills.
- Must be available for occasional early morning, evening, and weekend work as required.
- Subject to long periods of sitting, exposure to computer screen, repetitive hand and wrist movement and lifting up to 30 lbs.

### **Benefits:**

Excellent benefits include a free individual membership, discounted YMCA child care and other programs. The incumbent will exhibit the core values of caring, honesty, respect, and responsibility in all aspects of their work with the YMCA

**Deadline:** March 1, 2016

**Apply Online:** <https://apply.ymcamke.org>