



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

OPEN POSITION ANNOUNCEMENT

Position: Administrative Assistant (FT Seasonal)

(40 hours per week, June-August)

Location: Camp Minikani (867 Amy Belle Lane, Hubertus, WI 53033)

Reports to: Camp Minikani Member Engagement Director

Wage Range: \$10.35 per hour

Major Responsibilities:

- Ensure that Camp users, visitors and employees feel welcomed both in person and over the phone.
- Operate a telephone switchboard. Relay incoming calls and record messages for parties not available, and provide quick efficient service to customers, vendors, staff and volunteers at all times.
- Perform miscellaneous administrative duties such as basic accounting, data entry, database maintenance, correspondence, filing, both electronic and paper, and other duties as assigned by the Executive Director and Center Administrator.
- Maintain supply levels and orderliness in the administrative area as well as camp store stock.
- Communicate with staff on administrative matters such as copier outages, emergency drills, facility issues and other matters of importance.
- Prepare confidential materials where trust and accuracy are vital and knowledge of the organization, policies, procedures and mission is essential. Type, prepare and file professional and high quality correspondence.
- Sort and distribute mail/packages, both incoming and outgoing. This includes distribution of courier, UPS and Federal Express packages; managing certified mail when indicated; ensure that packages prepared for Federal Express are out on the day requested.

Qualifications:

- High school diploma or equivalent
- 1 years previous customer service/ administrative experience including Word and Excel program experience
- Cash handling experience preferred
- Valid Driver's License and ability to travel during the course of a normal workday
- Ability to lift 25 pounds and navigate uneven terrain throughout campgrounds on a regular basis
- Ability to work independently
- Ability to effectively communicate with a diverse population in a wide variety of situations

Benefits:

Free individual membership and 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: April 19, 2016

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