



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

OPEN POSITION ANNOUNCEMENT

Position: Camping Services Specialist
Location: YMCA Camp Minikani (875 Amy Belle Road Hubertus, WI)
Reports to: Operations Executive/Camping
Wage Range: \$14.10 - \$18.25 (DOE)

Position Overview:

Under the direction of the Operations Executive of Minikani, and in accordance with Association policies, the Camping Services Specialist is responsible for the overall office and administrative functions for camping services including the organization and data entry of all overnight and day camp related programs. In addition, the Camping Services Specialist will provide additional administrative support to the Operations Executive of Minikani.

Major Responsibilities:

1. Association contact for Camp Brain computer system which includes ownership of registration set-up, maintenance, and quality control.
2. Manage all camp program registrations and records. Programs include but are not limited to Summer Camp, Family Camps, Leadership Training, Equestrian and Environmental programs.
3. Act as first point of contact for all registration issues from camp parents and legal guardians.
4. Ensure timely invoicing and completion of required paperwork and tracking systems for camperships, programs, groups and conferences.
5. Prioritize workflow for the office ensuring timeliness and accuracy of data entry and completion of records.
6. Process all communication and mailings and maintain Camping Services filing system for camperships.
7. Respond to and resolve group and conference collections, as per 30, 60 and 90 day reports from Association office.
8. Maintain and ensure accuracy of Camping Services petty cash.
9. Ensure accurate facilitation of finance department policies including month-end reporting.
10. Provide support to Camping Services staff for onboarding and payroll.
11. Provide meeting support including minutes, set-ups, scheduling and communication.
12. Responsible for strict adherence to all Association/Departmental policies and procedures related to safety and conduct rules and other regulations.
13. Oversee the training, hiring, facilitation and prioritization of workflow for front desk staff.
14. Collaborate with finance department to audit records, complete all back end reporting, close out year-end of Camp Brain.
15. Manage the Camp Brain Store sales, pricing and auditing functions.

Qualifications:

- Must possess a High School Diploma and have additional college coursework related to accounting or business.
- One year accounting experience or equivalent combination of education and experience.
- A minimum of three years in a customer service environment is required.
- Experience working with Microsoft Office, Microsoft Excel, Word and Outlook 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.
- Must be able to work in cooperation with a team and with a cross function focus.
- Customer focused attitude; ability to provide the highest quality customer service for Camping services.
- Demonstrated success in work requiring a high level of accuracy and confidentiality.
- Must be able to prioritize workload for the department.
- Requires independent judgment and good decision making skills.
- Hires and supervises all year round and seasonal office staff.

Benefits:

Excellent benefits include health/dental/life insurance, 12% fully paid retirement plan, free 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: June 5, 2016

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

The Y is the nation's leading nonprofit committed to strengthening communities through youth development, healthy living and social responsibility

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