



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

OPEN POSITION ANNOUNCEMENT

Our mission and core values are brought to life by our culture. It's who we are, who we aspire to be and how we show up every day. **We are cause-driven.** We don't just show up, we show up with purpose. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

Join the Y and help us to Transform Lives!

Now Hiring:

Administrative Assistant (FT Seasonal) ***(30 hours per week, June-August)***

Wage:

\$10.00 per hour

Location(s):

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

Scheduled Shift(s):

M-Th: 8 am – 2 pm

Fri 11 am – 5 pm

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 data entry, database maintenance, correspondence, filing, both electronic and paper, and other duties as assigned.
- Maintain orderliness in the administrative area, lost and found, as well as the 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.
- Some weekends may be required

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:

- 403b Retirement Savings Plan
- Free Individual Membership or Household Membership to all YMCA Locations
- Discounted YMCA Programs
- Discounted YMCA Child Care
- Discounted YMCA Camp

Deadline:

June 3, 2019

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

**Equal Opportunity Employer
THE YMCA WELCOMES A
DIVERSE WORKFORCE**