

YMCA OF PUEBLO JOB DESCRIPTION

Job title: YMCA of Pueblo – Assistant Camp Registrar / i4 Site Director

Reports to: Camp Registrar & Program Director – Camping & Climbing

Date: January, 2010

GENERAL FUNCTION:

Under the direction of the Camp Registrar, assist in managing the camp registration process for YMCA Camp Jackson and i4 Day Camp. Ensure that the registration process is pleasant and smooth for parents and ensure billing is carried out in a timely manner. Under the direction of the Director of Camping & Teens run the day to day operations of an i4 Day Camp Site. Specific areas of focus include but are not limited to ensuring program content and quality, developing quality staff.

KNOW-HOW:

The Assistant Camp Registrar / i4 Site Director should be knowledgeable in the programs, policies and operations of YMCA Camp Jackson and i4 Day Camps. The ability to maintain filing systems is essential. Great customer service skills are essential. The Assistant Camp Registrar / i4 Site Director should make themselves approachable and available to our members. The ability to maintain filing systems is essential. Great customer service skills are essential. The Assistant Camp Registrar should make themselves approachable and available to our members. Person must have the ability to utilize computer systems to ensure campers are registered and placed in the correct programs and that campers have the correct paperwork and that bills are paid. It is also important to be well versed in youth development and summer camp operations. Specific knowledge of arts, first aid, sports, outdoor living skills, community service and group games are required.

One year of college or equivalent, computer skills, sales skills, great customer service abilities, CPR & First Aid certification and blood borne pathogen training are required. Experience in summer camp programs is essential.

PRINCIPAL ACTIVITIES:

- Register campers for YMCA Camp Jackson and i4 Day Camps.
- Assist in administrating our scholarship program.
- Answer members questions regarding registering for Camp programs.
- Check and follow up on phone and email system messages with registration inquiries for YMCA Camp Jackson and i4 Day Camp.
- Utilize MemberST to ensure proper registration and billing processes as well as clearing wait lists.
- Communicate with parents to make them feel comfortable with the summer camp programs and the registration process.
- Work as a site Director at a site while also visiting other sites specifically on Mondays and Tuesdays to ensure billing is being carried out.
- Oversee and develop the morning activity periods, ensuring staff are working with and developing the curriculum.
- Ensure staff are briefed on and prepared for fieldtrips.
- Provide innovative & new programs for all campers.
- Evaluate staff and work with them to improve the quality of the program.
- Monitor all program areas to ensure quality & safety.
- Work with the Program Director to ensure quality and consistency of program.
- Assist with / lead daily and weekly staff meetings.

WORK SCHEDULE:

The Assistant Camp Registrar/Site Director position is a seasonal position starting in March and ending at the beginning of August. The workload will be approximately 10 hours per week in March – May. In May- August the position will be 30 to 40 hours per week depending on site operating hours.

EFFECTS ON END RESULTS:

The Assistant Camp Registrar will ensure that all paperwork is completed on campers and that all campers files meet licensing requirements. Due to the efforts of the Assistant Camp Registrar the camp registration process will be a smooth and pleasant experience for campers and their parents.

Signature

Date