



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Seasonal Summer Camp Office Assistants, Part-Time, Hopkinton

At the MetroWest YMCA, our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **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! Competitive pay and benefits! Starting at \$15.00-\$17.00 per hour. Equal Opportunity Employer.

### Position Summary:

Under the supervision of the Business Manager and in accordance with the policies and procedures established by the Camp Director, the Summer Full Time Office Assistants based at the MetroWest YMCA Family Outdoor Center in Hopkinton is responsible for assisting in customer service and administrative tasks to ensure accurate accounting of registrations and attendance for summer camp.

The Office Assistants must possess positive and effective written and verbal communication skills, the ability to assist with multiple tasks simultaneously, skills in working with both staff and participants, and ability to create and facilitate a positive learning environment for a range of ages and abilities.

The Family Outdoor Center office staff maintains and validates the records of all camp activities, and is the first face parents will see when enrolling in or adjusting their campers' camp activities. The Office Assistants must exhibit accurate data and quick response times when approached with questions or requests. The Family Outdoor Center office staff are the administrative arm of the Camp Director during summer camp and will facilitate the mission for a successful camp.

### Essential Functions:

All facilitators are required:

1. Promote a friendly environment for campers and parents/guardians
2. Update changes to camp records as necessary, including absences, enrollments, and dismissal times
3. Generate sales of programs and membership upon request
4. Communicate changes to camp records in a timely manner

5. Provide staff and members with necessary camper information in a timely manner
6. Assist with communicating registration information and data to parents/guardians
7. Performs other duties and responsibilities as assigned
8. Maintain all certifications and training hours necessary for the position.

### **Qualifications and Skills:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required.

The incumbent must be mature, display good judgment, and have strong organizational skills and the ability to relate well with participants. A personal commitment to addressing the needs of the community, demonstrating a healthy professional demeanor and an understanding of the YMCA mission and philosophy are essential.

Must be able to interpret and carry out the mission and goals of the MetroWest YMCA. He/she/they must be physically capable to set up program equipment and have the ability to hear and see activities and problems as they occur. Work as an integral member of the office staff, and have the ability to handle multiple functions at the same time.

Maintain up to date CPR, First Aid, Child Abuse Prevention, and other job related trainings. Actively pursue training, learning experiences, and certifications as they relate to responsibilities.

Bilingual is a plus!

### **Experience:**

- Working with children of varying ages
- Working outdoors for long periods of time
- Experience with archery programming (required)
- Experience with USA archery instructional system (preferred)

### **PHYSICAL DEMANDS:**

1. Must be physically capable to set up program equipment and have the ability to hear and see activities and problems as they occur.
2. Able to safely and competently physically operate and facilitate in remote areas in varying environmental conditions.
3. Ability to complete all required trainings for this position
4. Ability to lift/support up to 25lbs in program environments
5. Ability to navigate computer files and interact with our membership software

**Benefits:**

- Flexible Schedule
- MetroWest YMCA membership

**COVID precautions wording section:**

- MetroWest YMCA is having employees and members wear masks (optional if fully vaccinated), practice social distancing, continuous facilities cleaning, encourage frequent hand washing/use of antibacterial sanitizer, and encouraging COVID vaccinations.

Qualified and interested applicants please submit a cover letter and resume to [Employment@metrowestymca.org](mailto:Employment@metrowestymca.org) or apply online.

**TO APPLY, CLICK HERE TO FILL OUT THE APPLICATION. THEN, SAVE YOUR APPLICATION AND EMAIL IT TO [EMPLOYMENT@METROWESTYMCA.ORG](mailto:EMPLOYMENT@METROWESTYMCA.ORG)**