



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Day Camp Registrar – Ann Arbor YMCA

Location: 400 West Washington, Ann Arbor **Type:** Seasonal Full-time

OUR CULTURE

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.

YOUR ROLE

We act with intentionality to connect people to our cause through our service and engagement principles. Every day we:

- **Welcome** – Smile, greet members by name and introduce ourselves.
- **Connect** – Ask questions, share a story and introduce members to other staff and members.
- **Support** – Affirm and encourage members and wish them well.
- **Invite** – Share opportunities for members to get involved and give back to the community.

PROGRAM OVERVIEW

We offer a wide variety of full-day and half-day camps for youth, ages 5–17. Camps range from traditional style day camps to sports, specialty (dance, theater, cooking, science, etc.), and camps for teens.

Join us and help transform lives.

HIRING RANGE: \$10.92-\$12.29 per hour depending on experience

GENERAL FUNCTION:

Provide an organized, systematic and efficient registration experience for all camp participants and be a positive point of contact for staff members. Manage registration process during the summer season.

APPLICATION DEADLINE: March 11, 2019

APPLICATIONS TO: Kathy Van Alstine

KVanAlstine@AnnArborYMCA.org

Please submit Employment Application & resume.

ANN ARBOR YMCA BENEFITS:

Individual membership

Program/Child care/Camp fee reduction

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Position hours:

Some weekend work may be required.

This position is scheduled to run for seven (7) months March 1 – September 9 or the closest applicable dates. Seasonal hours: approximately 30-40 per week.

REQUIREMENTS:

- Ability to manage and organize high volumes of camp registrations and enquiries.
- Respond to emails & phone calls in a timely fashion and take accurate messages.
- Assists in the management of check-in and out procedures for on-site day camp
- Read and respond to all YMCA communication including but not limited to email.
- Multi-lingual ability is preferred.

QUALIFICATIONS:

- Ability to work productively with others in a shared office environment.
- Ability to maintain confidentiality regarding camper information.
- High school diploma or equivalent plus two years of education required. College degree preferred.
- At least 6 months' experience in office procedures, filing, answering telephone and email inquiries and office equipment is required; 1 year or more experience is preferred.

FULL JOB DESCRIPTION IS AVAILABLE UPON REQUEST.