



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CAMP JORN YMCA-PROGRAM ASSISTANT

Job Title: **PROGRAM ASSISTANT- OFFICE/MEDIA**

FLSA Status: Exempt

Status: Seasonal

Department: Summer Camp

Reports to: Office Manager/Registrar & Operations Director

Revision Date: 10/13/2025

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Provides assistance to support, organize, and help in the office and Trading Post.

ESSENTIAL FUNCTIONS:

1. Responsible for the collection and distribution of all camper mail and assisting in preparation of out-going mail.
2. Responsible for maintaining accurate records of campers and staff.
3. Assist in day-to-day operation of the Camp office.
4. Filing and copying documents as needed.
5. Assist in camper check-in and/or check-out as needed.
6. Build effective, authentic relationships with campers; helping them connect with each other and to Camp Jorn YMCA.
7. Capture the camper and staff experience via photo and video.
8. Upload photos and videos to smugmug.
9. Manage social media accounts.
10. Other duties as assigned.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Builds effective, supportive working relationships with staff.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Strives to deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships.

QUALIFICATIONS:

1. Possess current certifications in CPR/First Aid/AED.
2. Proficient in Microsoft Office, ability to learn other software.
3. Ability to maintain an organized work space.
4. Excellent communication skills.
5. At least 18 years of age preferred.
6. Ability to build relationships with campers, parents and staff.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to lift equipment up to 30 pounds.
- Ability to reason, problem solve and make sound decisions.
- Ability to stand or sit for extended periods of time.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____