

**YMCA Hayo-Went-Ha Camps
JOB DESCRIPTION**

Position Title: Administrative Assistant/Registrar

Reports to: Director of Finance

Department: YMCA Hayo-Went-Ha Camps

Start Date: January 2, 2019

Qualifications:

- Minimum high school graduate; two years of college preferred
- High level computer skills: Proficiency in MS Office or Google Docs, and database management as well as familiarity with web updating and social media tools
- Excellent phone, verbal and written communication skills
- Emphasis on providing outstanding customer service
- Must enjoy working with people
- Ability to handle several tasks simultaneously

This is an hourly position with the following hours. (Approximately 1,600 hrs annually)

9:00 AM - 5:30 PM, Monday through Thursday (August - April)

10:00 AM - 5:00 PM Monday through Friday (May - July)

General Function:

The YMCA Hayo-Went-Ha Camps is comprised of Camp Hayo-Went-Ha on Torch Lake and Camp Arbutus Hayo-Went-Ha on Arbutus Lake. The position is the front-line employee for anyone seeking information about and/or registering for programs throughout the year, by phone, web, or in person. The Admin Asst. will maintain the camp registration database, update the website, coordinate mailings, receipt all payments or donations, and work with the Director of Finance to assist with other business related functions. Administrative Assistant will work at the YMCA Camp Hayo-Went-Ha office site at 919 N. East Torch Lake Drive, Central Lake, MI 49622.

The Administrative Assistant/Registrar must be proactive and enthusiastic, and focused on customer relations. They must be willing to learn and grow within the organization. Phone sales experience is a plus.

Essential Duties and Responsibilities:

- **Front line Communication:** Answer the phones, greet visitors and manage the hwh@hayowentha.org email account.

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- **Registration:** Process all registrations for summer camp, specialty camps, Outdoor Education/Retreat programs, and events.
- **Mailing Coordination:** Manage postal machine account and be aware of postal regulations; inventory print items, and arrange assembly of materials.
- **Technology:** Update the web site with news, photos and other content and manage Camp Brain software (database). Issue accurate reports on a timely basis or as requested. Make recommendations to improve processes through the use of technology.
- **Accounting:** Accurately receipt all monies and assist the Director of Finance with accounting and human resources work as necessary.
- **General:** Organize the office and provide input to increase office efficiency and customer satisfaction. Provide support services to all phases of the YMCA Camp operation.

Wage range \$15.00 - \$18.00 per hour depending on experience.
Benefits include retirement benefits after qualifying.

The YMCA Hayo-Went-Ha Camps reserves the right to change or assign other duties to this position.

The YMCA Hayo-Went-Ha Camps are fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other category protected by state or local law.