



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Central Connecticut Coast YMCA Position Announcement

Job Title: Day Camp Registrar
Salary Range: \$12.50-\$14.00/hour
FLSA: Non-exempt – Part-time

Reports To: SACC/ Camp Director
Work Location: Hamden/North Haven YMCA
Work Schedule: April-September, hours TBD

A Career with a Cause:

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. Our mission is to put Judeo-Christian principles into practice through programs that build healthy spirit, mind, and body for all. The Y strengthens the foundations of communities and families through our key areas of focus; youth development, healthy living, and social responsibility and our core values of caring, honesty, respect, and responsibility. We are committed to this cause because a strong community is achieved when we invest in our children, health, neighbors, and values.

We are welcoming: we are open to all. We are a place where you can belong and grow. **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.

Position Summary:

This position supports the mission and work of the Y, a leading nonprofit, charitable organization. The Day Camp Registrar at the Central Connecticut Coast YMCA assists in the management of registration and financial management for the program. Maintains a supportive, positive atmosphere that welcomes and respects all individuals and provides direct leadership, instruction, motivation, safety, and enjoyment for Camp participants and staff. The Day Camp Registrar responds to member and guests needs and provides direct instruction. The Day Camp Registrar assures the well-being for each participant and staff in line with YMCA of the USA guidelines and association policies in accordance with their training.

Salary and Benefits:

- Salary Range: \$12.50-\$14.00/hours, Non-exempt – Part-time
- YMCA Membership

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The essential functions of this position include, but are not limited to the following:

- Models and teaches the YMCA core values of caring, honesty, respect, and responsibility with members, colleagues, staff, guests, volunteers, and vendors.
- Develops, maintains, and facilitates positive relationships with and between volunteers, members, program participants, staff, and colleagues at all levels of the organization; helps participants and families connect with each other and the YMCA; and encourages family involvement.
- Provides excellent service to members, guests, and program participants in the Y and on the phone, contributing to member retention. Maintains cleanliness and organization of registration materials, camper folders, rosters, and financial documents as required by licensing standards.
- Intake camp registration packets and ensure that all documents needed for the application are complete including all documentation needed for Care 4 Kids and financial aid.
- Communicate proactively with families and third party vendors each week during the camp season to ensure that session payments are made no later than the Wednesday before each week of camp begins.
- Follows all Camp procedures and guidelines including those pertaining to the child care discipline Policy, health and safety, pick up, drop off, forms, attendance, reports, and staff expectations as required by the YMCA, licensing, and state health department code.
- Ambassador of all YMCA programs with a focus on Camp programs, and member engagement.
- Knows, follows, and enforces all YMCA policies, rules, regulations, and procedures, including emergency and safety procedures, and those for the prevention of child abuse; and supports other staff to do the same.
- Assists with sound fiscal management and meets deadlines in assigned areas.
- Attends all mandatory meetings and trainings.

YMCA Leadership Competencies:

- **Critical Thinking & Decision Making:** Makes informed decisions based on logic, data, and sound judgment.
- **Communication & Influence:** Listens and expresses self effectively and in such a way that engages, inspires, and builds commitment to the Y's cause.
- **Program/Project Management:** Ensures program or project goals are met and intended impact occurs.

- **Emotional Maturity:** Demonstrates ability to understand and manage emotions effectively in all situations.
- **Inclusion:** Values all people for their unique talents, and takes an active role in promoting practices that support diversity, inclusion, and global work, as well as cultural competence.

Experience, Education, and Qualifications:

- At least 1 year of post-high school education in a related field
- At least one year of successful camp experience
- Proficiency in a variety of software applications including Microsoft Office and Daxko Operations software.
- Demonstrated desire and ability to work with and relate to children, teens, and one's peers
- Demonstrated ability to take initiative, effectively communicate with children and adults, and manage large and small groups
- Good role model, of high integrity and adaptable
- Valid driver's license and an acceptable driving record preferred
- Demonstrates excellent planning, organizational, time management, and attention to detail skills, with the ability to multi-task with minimal direction.
- Effective communication skills necessary to inform, counsel, motivate, and support members, parents, and staff.
- Must be observant, safety-conscious, and able to react calmly and quickly in an emergency.

Trainings & Certifications:

- Must complete online Blood borne Pathogens and Employee Safety trainings prior to initial assignment to position.
- Must complete online Hazard Communication training within the first 90-days of employment.
- Must complete other New Employee Orientation and department onboarding within the first 90-days of employment.
- Must complete Child Abuse Prevention and Mandated Reporter trainings within the first 90-days of employment.
- Must hold and maintain CPR, AED, First Aid, and Oxygen Administration certifications – prior to June 1, 2019.

Effect on End Results:

This position strongly impacts the effectiveness with which the Central Connecticut Coast YMCA accomplishes its mission. The role requires that the Assistant Day Camp Director be committed to delivering high quality results, building positive relationships, maintaining a safe environment, and fostering a healthy community for all.

- All YMCA programs are recognized in the community as high quality and safe programs.
- All applicable licensing standards, grant stipulations, YMCA policies, state and local laws, and YMCA of the USA risk management recommendations are met or exceeded.
- Positive image of the Central Connecticut Coast YMCA is achieved.
- Paperwork and collections are maintain and up to date.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to type, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Position requires sitting for extended periods of time and repetitive data entry. Must be able to run, walk or stand and fully participate in camp activities for up to 8 hours. Ability to conduct activities, and perform all physical aspects of the position.

Work Environment:

This job operates in a recreational and educational environment. This role routinely uses standard sports and recreation equipment such as gym equipment, sports equipment, and office equipment such as phones, photocopiers, filing cabinets, and fax machines. At times, employees may be exposed to undesirable working conditions, communicable infectious diseases, and risk of injury from others. All employees are required to follow the preventative health policies of the YMCA at all times. The noise level in the work environment is moderate to high.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Websites for More Information:

www.cccymca.org
www.brbc.org

Application Information:

Submit a cover letter, resume, and four references by March 30, 2019 to Erin Kelly, School-Age Child Care/Camp Director at ekelly@cccymca.org