



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



Job Title: Administrative Assistant/Media Specialist

Reports to: Camp Director

Position Summary

The Administrative Assistant/Media Specialist is responsible for Trading Post (Camp Store) operations, camp mail distribution and capture the daily life at camp with photography and making photos available to parents through the online portal and social media.

Essential Functions

- Maintain safe, clean and orderly Trading Post.
- Collect and distribute all camper mail and upload/distribute eLetters to/from parents.
- Maintain accurate records of camper's Trading Post accounts in CampMinder.
- Maintain an organized, clean, and well-stocked Trading Post.
- Maintain accurate inventory and communicate order needs to kitchen and Camp Director.
- Provide training and supervision to staff members who work at your program area, providing instruction, delegation, coaching, encouragement, and correction as necessary.
- Capture and process high-quality images of all campers throughout each week, including the variety of activities. Including editing and uploading images daily.
 - Take at least 100 photos daily
 - Take at least one image of each camper daily.
 - Sort through pictures to ensure most campers appear happy and smiling and are appropriate.
 - Staff photos are great to get as well but be certain there are a limited number of photos of just staff.
 - Maintain folder of "Best of" photos to be used for marketing.
- Produce slideshows for end-of-summer staff and family camp slideshows.
- Maintain social media presence, by uploading content to Facebook, Instagram and Tiktok at least 3 times per week.
- Attend Saturday and Sunday Staff Circle, and other staff meetings or in-services as requested.
- Report any and all maintenance issues related to your program to the Maintenance or Management Team.
- Write an End-of-Summer Report that evaluates your program area:
 - What went well? What didn't?
 - New ideas
 - Tips on teaching, supply stores, day-to-day maintenance
 - Inventory
 - Anything that may help future directors
- Commitment to carry out all assigned activities including but not limited to: Campfire Programs, Grace, Flag Raising/Lowering, afternoon announcements, Cabins Quiet, etc.
- Strive at all times to work as a team with the rest of the Camp Olson staff to provide the greatest possible camp experience to ALL campers EVERY week.
- Participate in all whole-camp activities, and arrive in a timely manner.
- Cooperate amongst all levels of staff and be flexible to special assignments.



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Responsibilities of All Camp Olson Staff

- Follow all policies as outlined in the Staff Manual
- Aids in the development and education of Leadership Development Program participants
- Maintains positive working relationships with campers, parents, and other staff
- Encourages physical, emotional and spiritual growth and positive character development in all campers
- Practices cultural humility, striving to actively learn about and be sensitive to all cultures
- Maintains the cleanliness of their living space (and communal living space) to which they are assigned
- Cares for and maintains any program equipment, supplies, and spaces they use (including program areas, staff lounge, costume closet, keys, etc.). Any observed risks or facilities in disrepair must be immediately reported to the Maintenance or Management Team.
- Assist with other job duties outside the normal scope of their job description or contract to ensure that programs run smoothly and safely, or is deemed necessary by the Camp Director.

Work Environment

Camp Olson YMCA is located in the rural community of Longville, 3.5 hours north of the Twin Cities Metro area. Our property holds over 1,350 acres of pristine forests, lakes, fields, and trails. Our rustic cabins are ideal for small-group living.

This position works Sunday noon through Saturday noon and is provided with one night off from 6:00pm through midnight. Program staff live in communal housing with other program staff and may be required to assist with cabin coverage and other cabin duties at times. Typical work hours are from 7:45am through 10:00pm, though are subject to change.

The physical and emotional demands described below 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.

- Capable of maintaining effective physical, mental, emotional and social interactions in our group-based, youth centered and community living program.
- Willingness to live in a camp setting, work irregular hours, with daily exposure to the natural environment.
- Visual, auditory, physical, and decision-making ability to calmly and effectively identify and respond to various hazards or emergencies.

Qualifications

- Understanding of the mission and goals of Camp Olson and an appreciation for living out of doors.
- Ability to relate to and work effectively with a diverse staff and camper population for the fulfillment of YMCA goals.
- Possess sufficient skill and knowledge of Social Media and computer technology and systems.
- Experience with photography
- Affinity for working with children and amongst a team.
- Ability to pass a Background Check and sex offender registry check.
- Must be at least 18 years old.



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Benefits

- Competitive weekly salary, with opportunities for bonuses based on experience and certifications.
- Room and board are included.
- Staff lounge with wireless internet and full kitchen available.
- Opportunities for professional training and certifications.
- Professional discounts through the ACA and ExpertVoice.