

YMCA CAMP BELKNAP

RECEPTIONIST JOB DESCRIPTION

YMCA Camp Belknap is looking for a seasonal office staff person to join our busy and joyful office team and who is available for this upcoming summer season. Camp Belknap is particularly interested in a person with excellent communication skills, positive attitude, and interest in answering telephone calls and clerical work. The primary responsibility will be greeting visitors from the front desk office and answering the telephone.

Camp Belknap is an all-boys traditional residential camp situated on 300 acres along Lake Winnepesaukee since 1903. Boys ages 8-16 attend for 2-week sessions. Camp has 290 campers and 100 staff on camp during each session.

If interested, please see below for details and email letter of interest and resume to Stephanie Kassels, Co-Director at adminCB@campbelknap.org.

Job Title: Receptionist

Organization Overview: YMCA Camp Belknap is an all-boys summer resident camp in Tuftonboro, New Hampshire. Founded in 1903, it is an independent non-profit organization affiliated with the national YMCA.

Job Objective: Responsible for the supporting the Directors and Office Team in the day to day operations of YMCA Camp Belknap which includes duties, responsibilities and authorities as are customarily associated with the position of Receptionist.

Reports To: Camp Registrar and Co-Directors

Position Classification: Seasonal, Part-time or Full-time Employment

Consults With: Parents of campers, alumni and other interested parties

Responsibilities:

Communication:

- Answer the main camp phone line and either address phone requests or direct to the appropriate person
- Distribute phone messages to Camp Directors and other staff in timely manner
- Review and update daily schedule and communication logs

Clerical

- Enter and review data in camper database
- Generate, print and copy reports and lists generated from database and camper medical files
- Provide clerical work as required by the Registrar or other office staff

Visitor Support:

- Greet and direct visitors
- Provide directions into camp

Check-In Support:

- Work on check-in days and support camper check-in

Errands and Transportation

- Complete camp errands online or via driving to neighboring towns
- Transport camper/staff as needed/requested

Store Work:

- Work in the camp store selling products to campers, staff and parents
- Support the restocking of product
- Use the camp store database

Other:

- Assist with cleaning and organizing office
- Provide administrative support as directed by Office Team and Directors

Qualifications:

- Prior work experience
- Excellent verbal and written communication skills
- Mental and emotional capacity to exhibit good judgment and problem solving.
- Positive and calm
- Ability to use MS Office Suite; Word and Excel and camp databases
- Self motivated with the ability to multi-task
- Ability to work well with others in a summer camp environment
- Driver's License

Physical/Emotional Demands:

- While performing this job, employee is regularly required to stand, walk, reach, stoop, kneel and crouch
- Employee must occasionally lift and or move items up to 50 lbs.
- Employee must be able to maintain a physically and emotionally safe environment for campers.