

YMCA OF GREENSBORO PART TIME VACANCY LIST

Position: Office Assistant

Branch: Camp Weaver

Supervised by: Business Manager

Job Summary: Under the direction of the Business Manager the Office Assistant is responsible for completing a wide variety of office tasks (answering phones, assisting camper parents, filing, data entry, camp registration, taking payments). Office duties and responsibilities would require that the candidate be able to: communicate effectively with a diverse group of people via phone, in person and email interactions; deliver exceptional customer service; assist the Business Manager in all necessary functions of the job and manage an assigned program. In addition, every position in the YMCA of Greensboro is responsible for upholding the Judeo-Christian principles that are central to our mission by modeling behaviors that exemplify the four pillars of character - caring, honesty, respect and responsibility.

This position will be seasonal with possible opportunity for additional regular hours throughout year depending on performance during summer months. Please become familiar with YMCA Camp Weaver (www.campweaver.org) before applying.

Minimum qualifications: High school diploma or general education degree (GED); or six months to one year related experience and/or training; or equivalent combination of education and experience. Demonstrate clear & positive communication with children, parents, co-workers, and supervisors. Possess the ability to adapt to changing needs and circumstances. The ability to handle multiple tasks, keep accurate records and notes, serve as a positive role model and take initiative. Proficiency in Word, Excel, Google Docs preferred. Maturity and attention to detail is a must.

Date Posted: 1/14/2019 **Closing Date:** 2/8/2019

Starting Salary Range: \$8.38 – \$8.75/ hour based on experience

Regular Hours: Seasonal Position – Must be available Monday – Friday varying hours from 7:00 a.m. - 6 p.m. and a couple of Sundays from 12-4. This position runs approximately from February - August

Nights or weekends? Seldom/Never **Occasionally** Frequently

To apply forward resume to: Jessica James, Business Manager, YMCA Camp Weaver, 4924 Tapawingo Trail, Greensboro, NC 27406 - email:

jessica@campweaver.org **AND** complete an online summer 2019 application <https://campweaver.org/about/employment/>