



CAMP FULLER OFFICE STAFF AND STORE MANAGER

Department: Resident Camp

FLSA Status: Seasonal Salaried - Exempt

Reports to: Overnight Camp Director / Executive Director

Date: 11/22/2024

Salary/Wage: \$300 - \$450 / week (wage determined based on longevity and costs based on third party payments required for international staff)

POSITION SUMMARY:

Under the supervision and support of the Executive Director, the Camp Fuller Office Staff and Store Manager will lead many of the back end administrative office and store tasks that keep camp running. Working alongside the other office staff, this role will help to ensure camp has the information and active communication that is needed to be successful during the summer. This role is the front facing voice of camp for anyone who communicates with camp from the outside world!

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Staff the Administration Building (one of 2 staff) for Camp and actively engage with any visitors or callers
2. Communicate messages and information to staff and campers as appropriate
3. Sort mail for Division leaders to distribute and screen all outgoing mail to ensure proper addressing and postage
4. Make trips to the post office to collect incoming mail and deliver outgoing mail
5. Staff the Camp Store during Store hours and monitor camper accounts for purchases
6. Restock and keep inventory for the camp store
7. Participate in pre-camp training to gain the knowledge and camaraderie of being on the Camp Fuller Staff
8. Uphold all policies and procedures of YMCA Camp Fuller including but not limited to Risk Management, Supervision, Child Protection, and Safety Standards.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. A desire to have a positive impact on the life of the youth and other staff at camp
2. Exceptional organization and communication skills
3. Ability to lift 30 lbs or willingness to ask for help if not
4. Ability to move around camp quickly enough to keep campers safe
5. Strong comprehension and critical thinking skills to be able to respond to challenges and emergencies effectively
6. Willingness to express challenges or struggles so they can be addressed by Camp Leadership

SUPERVISORY RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability requires. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The role does not have any direct youth supervision responsibility but there is an expectation of all staff at Camp Fuller that if something is seen with youth behavior that needs to be addressed that any adult would step in.

EDUCATION and/or EXPERIENCE

- Experience working in an office setting preferred but not required
- Experience working in an outdoor setting is preferred, but not required
- Experience being part of a successful team is preferred, but not required

LANGUAGE SKILLS

1. Must be able to communicate in English. Does not need to be fluent but must be able to understand needs of youth when expressed and understand safety requirements

CERTIFICATIONS / TRAINING:

There are no certifications that required but there are some certifications that we offer or you can come to camp with! Some Certifications have added salary benefits. Must be actively using certification to receive benefit

1. Lifeguarding (\$15 more per week, training provided the week before staff training)
2. Rhode Island Boat Driver (\$10 more per week, training provided prior to camp)
3. Rhode Island Chauffer's License (\$10 more per week, must be acquired on own)
4. First Aid and CPR (only certification require for this position)
5. Belay Certifications (training provided during Staff Training)
6. Level 1 Archery Certification (\$10 more per week, training provided during Staff Training)

WORK ENVIRONMENT

Camp is a rustic, outdoor setting. Counselor must be able to live in a rustic cabin, most without electricity, and living with youth. Camp does have communal spaces for electronics charging, WiFi access, and break spaces. Camp is also on a salt water pond.

TIME OFF

Being a camp staff member is a 24 hour a day job. The following is the time off structure:

1. 24 hour Day off every week
2. 6 hour Night off every week
3. Additional Breaks will be offered as available during the day

Fuller maintenance staff work in a shift structure but if they are on camp, they could be called to support in an emergency at any time.

Employee Signature

Date

Signature of Person Issuing the Job Description