

Job Title Office Manager	Start Date	Branch: Camp Chandler
<p>Job description Under the direction of the Camp Director, the Office Manager is responsible for providing organization and management to daily operations of YMCA Camp Chandler's office including Registrations, Residential Overnight Camps, Day Camps, Outdoor Education, Special Events, Marketing, and Group Camping. The incumbent must bring to this position experience in customer service and attention to consistent quality. The ability to establish and maintain harmonious interaction with staff, volunteers, YMCA members, and the general public is essential to the job. Exceptional relationship building skills and the ability to work fluently across departments is also required. The ideal candidate must be able to work in a challenging and high performing team environment. Must have experience in Microsoft Office Suite.</p> <p>Essential Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Responsible for daily operations of camp office including emails, phone calls, scheduling camp programs, financial forms, and user group contracts. • Responsible for registration for Residential/Day camps, along with Specialty/Holiday camps. • Leads camp marketing for all summer camp programs, groups, and special programs within YMCA association guidelines. • Assist Camp Director with group scheduling, staffing, programming, and budget accountability. • Prepares Camp's Board of Directors meetings through PowerPoints, agendas, budget reports, spreadsheets, proper meeting room setup, meals etc. Becomes the contact person for Board of Directors. • Leads in Annual Support Campaign organization through weekly campaign updates, pledge entries, data entry, etc. • Leads in Camp Chandler's Financial Assistance program by evaluating applications and distributing Financial Assistance based on qualifications. • Must have strong skills in Excel, PowerPoint, Publisher. • Organize and manage multiple priorities. • Must possess strong human relation and problem-solving skills. Sound judgment and decision-making skills along with interpersonal skills to deal with people of all socio-economic levels. • Manage branch business operations such as daily deposits, payroll, accounts receivables, and accounts payable in accordance with Metro guidelines. • Assist as needed with facility cleanliness and preparedness. • Assist with rental groups when necessary. • Plan, carryout, and evaluate member appreciation events and open houses. • Other Duties to be assigned. <p>Qualifications: Bachelor's Degree is preferred, preferably in Human Services, Hospitality, Business Management or a related field.</p> <p>CERTIFICATES, LICENSES, REGISTRATIONS</p> <ul style="list-style-type: none"> • CPR certification withing 30 days of hire • Child Abuse Prevention, Bloodborne Pathogens trainings <p>The YMCA of Greater Montgomery is proud to be an equal opportunity employer. Employment is subject to a background check.</p>		
Salary \$40,000		
To Apply: Submit resume to Mona Martin at mmartin@ymcamontgomery.org		