



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## McGaw YMCA In Evanston Camp Echo Job Description

**TITLE:** Business Assistant  
**REPORTS TO:** Camp Director  
**SUPERVISES:** None

### SPECIFIC DUTIES

- Sorts the camper forms sent up from the YMCA 14 days prior to, and finishing 11 days prior to, each session
- Reads the "Camper Personal History Forms" starting 10 days prior to, and finishing 7 days prior to, each session
  - Flags specific issues on the forms, with sticky notes, that counselors reading them might miss
  - Creates a list of "red flag" campers with serious behavior issues for the Main Camp Director
  - Creates a list of campers with birthdays for the Kitchen
  - Creates a list of campers with two sets of parents at different addresses for the Operations Manager
- Helps the Camp Director manage (in, out, reconciliation) all requests for cash advances.
- Maintains an organized collection of receipts and charge slips for reconciliation against monthly statements.
- Enters certain receipts daily into the tracking spreadsheets: WalMart, gas card, credit card.
- Performs the monthly reconciliation of the tracking spreadsheets against the monthly statements.
- Receives bills; matches receipts or POs; adds G/L numbers; obtains Camp Director's signature; submits to YMCA.
- Assists the Camp Director with monthly reconciliation of the Echo Checking Account.
- Assists the Camp Director in the processing of hiring ("Add to Payroll") paperwork.
- Helps the Camp Director maintain the "petty cash" account and helps with the monthly reconciliation.
- Works with the Program Manager to prepare Purchase Orders and/or place orders online or by phone as needed.
- Assists the Camp Director with other office projects on an as-needed and as-available basis.
- Assists the TP Manager with closing accounts, including staff accounts, at the end of each session.

### ADDITIONAL DUTIES

- Models, teaches, and upholds the Camp Echo Code of Conduct and protects the well-being of all campers.
- Cares for and maintains equipment, supplies and property of camp
- Maintains positive relationships with campers, parents and other staff
- Encourages physical, emotional and spiritual growth and positive character development in all campers
- Works to increase his or her own cultural competence and helps to create an environment that values diversity
- Prepared to do anything else deemed necessary by the Camp Director.

### QUALIFICATIONS

- Age 21 or older
- Certified in CPR and First Aid
- Experience or training in business management functions.
- Highly organized
- A commitment to working with a diverse staff and camper population for the fulfillment of YMCA goals