



We build strong kids, strong families, strong communities.

## McGaw YMCA In Evanston Camp Echo Job Description

**TITLE:** Operations Manager  
**REPORTS TO:** Camp Director  
**SUPERVISES:** Head Cook, Clinic Coordinator, Photographer,  
Business Assistant, Town Run Driver, Photographer

### SPECIFIC DUTIES

- Attends the daily 8 am breakfast meeting with the Camp Director, Property Manager, and Program Manager
- Oversees Health & Food Services, Bus Transportation, Lost & Found, Photography, and Camp Business Functions
- Coordinates, and handles all problems related to, the transport of campers from the McGaw Y to Camp Echo
  - maintains an accurate list of layovers and drop-off campers who are not expected to take the bus
  - confirms the number of passengers prior to each McGaw Y departure
  - ensures adequate staffing and communicates assignments to the McGaw Y departure coordinator
  - communicates staffing assignments to the McGaw Y departure coordinator
  - confirms the number of coaches and where they are going with the bus company the Friday before
  - delivers the list of drop-off campers to the Program Manager the Saturday before
  - receives the departure confirmation call from the McGaw Y departure coordinator
  - communicates the list of children who missed the bus to the Camp Director
  - monitors the progress of the buses via cell phone and posts the arrival time on the Echo website
- Coordinates, and handles all problems related to, the transport of campers from Camp Echo to the McGaw Y
  - maintains an accurate list of layovers and pick-up campers who are not expected to take the bus
  - confirms the number of passengers prior to each Echo departure
  - ensures adequate staffing and reminds staff of their responsibilities
  - confirms the number of coaches and where they are going with the bus company the day before
  - prepares, distributes, and collects lunch request slips and delivers them to the Head Cook
  - assigns cabin groups to each coach and prepares attendance lists and the attendance clipboards
  - delivers the list of pick-up campers to the Program Manager the day before
  - receives the departure confirmation call from the bus company dispatcher early that morning
  - prepares numbered signs and posts them on the coaches when they arrive
  - faxes the final attendance lists for each numbered coach to the McGaw Y arrival coordinator
  - monitors the progress of the buses via cell phone and maintains a web log of their journey
- Monitors Lost & Found; ensures daily L&F announcements at lunch; collects and bags at the end of each session.

### ADDITIONAL DUTIES

- Maintains the cleanliness of the living space and office space to which he or she is assigned.
- Shares responsibility for central night duty.
- Models, teaches, and upholds the Camp Echo Code of Conduct and protects the well-being of all campers.
- Aids in the development and education of LITs and CITs
- 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; college graduate preferred
- Previous experience in a leadership role at Camp Echo or an equivalent camp
- Highly organized and adept in using Microsoft Word and Microsoft Excel
- Certified in CPR and First Aid
- Leadership ability and teamwork oriented
- Possess a variety of skills and camping experience
- A commitment to working with a diverse staff and camper population for the fulfillment of YMCA goals