



McGaw YMCA In Evanston Camp Echo Job Description

TITLE: **Promotions Manager**
REPORTS TO: Camp Director
SUPERVISES: Trading Post (TP) Manager

SPECIFIC DUTIES

- Maintains accurate records of TP purchases, sales, and inventory over time.
- Meets with vendors to order clothing.
- Orders non-clothing items in consultation with the Camp Director.
- Provides the Camp Director with digital pictures and descriptions of items for the website.
- Handles online orders.
- Assists the TP Manager in setting up the TP for the summer.
- Serves as a mentor to the TP Manager.
- Assists the TP Manager with ongoing orders during the summer.
- Assists the TP Manager in closing down the TP for the summer.
- Moves inventory to Property Manager's basement, or Evanston, as appropriate

ADDITIONAL DUTIES

- 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
- Long-term experience at Camp Echo preferred
- Certified in CPR and First Aid
- Leadership ability and teamwork oriented
- A commitment to working with a diverse staff and camper population for the fulfillment of YMCA goals