



We build strong kids, strong families, strong communities.

## McGaw YMCA In Evanston Camp Echo Job Description

**TITLE:** Town Run Driver  
**REPORTS TO:** Operations Manager  
**SUPERVISES:** None

### SPECIFIC DUTIES

- (Mon-Sat) At breakfast, checks with the following persons to see if they have needs in town:
  - Property Manager -- 8 am breakfast only
  - Health Officer
  - Program Manager
  - TP Manager
  - Head Cook
  - Camp Director
  - Main Camp Director
  - Teen Camp Director
  - Day Camp Director
- *Requests from any other counselors or Area Heads must be approved by one of the above.*
- (Mon-Sat) Soon after breakfast, drives camp vehicle to town for:
  - mail drop-off/pickup and purchase of stamps as needed
  - purchase of supplies, sundries, and other items at various locations
  - pickup of cash at the bank as needed
- *At Walmart, sort items by category before placing on checkout conveyor so receipt can be segmented easily.*
- (Mon-Sat) Upon return to camp from town run:
  - Delivers items to the persons who ordered them
  - Delivers mail and packages to the Program Office
  - Assists with sorting mail, faxes, and emails into mailboxes as time permits
  - Assists the TP Manager with packages and package notices as time permits
- Assists with TP package-opening at Fun Swim, and, depending on how many packages are left, at Twilight Fun.
- Keeps a record of all purchases and submits receipts, broken down by category, to the Camp Director.
- Makes entries as needed in the vehicle log books.
- Transports sick campers to health clinics in Fremont, White Cloud, or Grant as needed.
- Makes special shopping trips to Sam's Club in Muskegon.
- Makes airport, bus, or other special runs to Grand Rapids or Muskegon as needed.

### 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
- Highly organized
- Valid drivers license and clean driving record
- A commitment to working with a diverse staff and camper population for the fulfillment of YMCA goals