



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

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
 - Camp Director
 - Operations Manager

[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
 - Sorts mail into mailboxes
 - Sorts packages and leaves staff packages in Program Office
 - Fills out package slips for camper packages, places slips in mailboxes, and delivers packages to Trading Post
- 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