

YMCA OF PUEBLO JOB DESCRIPTION

Job title: YMCA of Pueblo – Camp Registrar
Reports to: Program Director – Camping & Climbing
Date: December 15, 2010

GENERAL FUNCTION:

Under the direction of the Program Director – Camping & Climbing oversee the camp registration paperwork for YMCA Camp Jackson and i4 Day Camp. Ensure that the registration process is pleasant and smooth for parents and ensure billing is carried out in a timely manner.

KNOW-HOW:

The Camp Registrar should be knowledgeable in the programs, policies and operations of YMCA Camp Jackson and i4 Day Camps. The ability to develop and maintain filing systems is essential. Great customer service skills are essential and the Camp Registrar should make themselves approachable and available to our members. Person must have the ability to utilize MemberST and other computer systems to ensure campers are registered and placed in the correct programs and that campers have the correct paperwork and that bills are paid.

One year of college or equivalent, computer skills, sales skills, great customer service abilities, CPR & First Aid certification and blood borne pathogen training, Y way and child abuse prevention training are required within 90 days. Experience in summer camp programs is desirable.

PRINCIPAL ACTIVITIES:

- Register campers for YMCA Camp Jackson and i4 Day Camps.
- Process all scholarship applications.
- Answer members questions regarding registering for Camp programs.
- Check and follow up on all phone and email system messages with registration inquiries for YMCA Camp Jackson and i4 Day Camp.
- Utilize MemberST to ensure proper registration processes and billing processes.
- Utilize MemberST to ensure that campers are moved into programs where there are spaces and that children are not left on wait lists.
- Develop a filing system to ensure both camps have appropriate records on the children who are attending that particular week.
- Communicate with parents to make them feel comfortable with the summer camp programs and the registration process.
- During camp season be on site at the i4 programs as required to ensure that parents are following the YMCA's policies regarding required paperwork and payment of bills.
- Assist in the registration of Camp Groups.
- Other duties relating to YMCA summer camp programs as required.

EFFECTS ON END RESULTS:

The Camp Registrar will ensure that all paperwork is completed on campers and that all campers files meet licensing requirements. Due to the efforts of the Camp Registrar the camp registration process will be a smooth and pleasant experience for campers and their parents.

Signature

Date

YMCA OF PUEBLO - APPLICATION FOR EMPLOYMENT

We are an Equal Opportunity Employer. Applicants for all job openings are welcome and will be considered without regard to race, color, religion, national origin, sex, age, physical or mental disability, or any other basis protected by state, federal or local law. It is the intent of the YMCA of Pueblo to comply with all applicable federal, state and local legislation concerning equal opportunity in employment.

YOUR INFORMATION:

Name:		Date:	
Address:			
City:		State:	Zip:
Home Phone:	Cell phone:		E-mail:
University/High School:		Major:	
Position applying for:		Dates available:	Salary Desired:

EMPLOYMENT DATA

PLEASE LIST IN ORDER OF MOST RECENT EMPLOYMENT FIRST			<i>PERSONNEL USE</i>
Company Name Phone No		Dates of Employment	
Address (Include Street, City, State, Zip Code)		Supervisor (Name & Title)	
Job Title – Start	Job Title – Final	Base Rate of Pay Start Final	
Description of Job Duties			
PLEASE LIST IN ORDER OF MOST RECENT EMPLOYMENT FIRST			<i>PERSONNEL USE</i>
Company Name Phone No		Dates of Employment	
Address (Include Street, City, State, Zip Code)		Supervisor (Name & Title)	
Job Title – Start	Job Title – Final	Base Rate of Pay Start Final	
Description of Job Duties			
PLEASE LIST IN ORDER OF MOST RECENT EMPLOYMENT FIRST			<i>PERSONNEL USE</i>
Company Name Phone No		Dates of Employment	
Address (Include Street, City, State, Zip Code)		Supervisor (Name & Title)	
Job Title – Start	Job Title – Final	Base Rate of Pay Start Final	
Description of Job Duties			
PROFESSIONAL / WORK REFERENCES WE MAY CONTACT			<i>PERSONNEL USE</i>
Name	Address	Phone	

ADDITIONAL INFORMATION:

<p>Have you ever been convicted of a felony, or for child abuse or sex-related crimes? (A felony will not necessarily disqualify you). If yes, please explain. Y <input type="checkbox"/> or N <input type="checkbox"/></p>
<p>Please refer to the attached job description for the position to which you are applying. Are you able to perform all these tasks with or without an accommodation? If an accommodation is required, please explain. Y <input type="checkbox"/> or N <input type="checkbox"/></p>
<p>Have you ever worked for the YMCA before? If so in which location/department and when? Y <input type="checkbox"/> or N <input type="checkbox"/></p>
<p>Can you, after employment, submit verification of your legal right to work in the United States? Y <input type="checkbox"/> or N <input type="checkbox"/></p>

PRE-EMPLOYMENT CERTIFICATION

	Initial
I understand that this application is only valid for the position applied for at present and that the YMCA is not obligated to retain or consider this application for future openings.	
I authorize investigation of all statements contained in this application. I understand that falsification, misrepresentation or omission of facts called for will result in immediate termination from employment or removal of my application from consideration. I authorize the YMCA to secure information about my experience with former employers, education institutions and agencies, and for those parties to provide information concerning my experience releasing all parties from any liability arising there from.	
If employed by the YMCA I will abide by YMCA's policies and procedures. I understand that I will be required to possess a current and valid driver's license and vehicle insurance if my position requires me to drive in the course of my work.	
If I am offered employment, I understand and agree that I may be required to undergo a physical examination at the YMCA's expense and that my offer of employment may be conditioned by that examination. I agree to authorize release of all results or information obtained from such physical examinations.	
I agree to submit to legally permissible drug and/or alcohol testing upon request by the YMCA. I recognize that the results of these tests may be used to determine my employment or continued employment. I understand and expressly agree that if employed by the YMCA storage areas provided for me (locker, desk, etc.) are open to investigation by the YMCA without prior notice to me.	
If I am employed by the YMCA I understand my employment can be terminated, with or without cause and with or without notice, at any time at the option of the YMCA or myself. I understand that, other than the President/CEO of the YMCA no manager, supervisor or representative of the YMCA has authority to enter into any agreement for employment for the specific period of time, or to make any agreement contrary to the foregoing. Only the President/CEO of the YMCA has the authority to make any agreement contrary to the foregoing and then only in writing. I further expressly agree that, with respect to the at-will employment relationship, this constitutes the full, complete and final expression of the parties' intent concerning the nature of any employment relationship between myself and the YMCA.	
My signature below certifies that I have never been convicted of or reported for abuse, neglect, sexual assault, or a related charge, against a child, as defined by the Colorado Revised Statutes. Furthermore, I am aware of the Colorado Revised Statute which states that intentionally/willfully placing a child in a position of danger with intent to commit harm to said child, or placing child in a position of mistrust to include sexual misconduct with a child, is punishable by law. I also understand the Administrative Staff of the YMCA is required to report any such misconduct to the proper authorities. Such misconduct will be grounds for immediate suspension and possible prosecution and termination. Any applicant who knowingly or willfully makes a false statement of any material fact in the application is guilty of perjury in the second degree as defined in Section 18-8-503, C.R.S. and, upon conviction thereof, shall be punished accordingly.	

My signature below certifies that I have read and understand the foregoing and to the best of my knowledge and belief, the information on this form is true and correct. My signature below also certifies that I agree to be bound by the terms and conditions stated in this application. This application contains all the understandings and agreements between me and the YMCA of Pueblo concerning the nature of my employment, if any, by the YMCA and supersedes all prior and/or contemporaneous practices, oral or written agreements, understandings, statements, representations and promises, express or implied, between me and the YMCA. I understand and agree that, except as noted above, no person who is either an agent or employee of the YMCA of Pueblo may modify, delete, vary or contradict, whether orally or in writing, the terms and conditions set forth herein.

Applicant Signature

Date of Application

*Please submit completed application, resume and cover letter to
The YMCA of Pueblo, 3200 Spaulding Ave, Pueblo, CO 81008 or Fax: (719) 544-3780*