



YMCA
We build strong kids,
strong families, strong communities.

SHEBOYGAN COUNTY YMCA JOB POSTING FORM

Please fill out an application for any position you wish to post for and turn it in to Lynn Berg in Human Resources at the Sheboygan YMCA by Fridays at 8am. Postings are changed weekly.

Branch:	Camp Y-Koda
Hours/Job Category	Full Time Hourly 8:00am – 4:30pm
Position:	Administrative Assistant
Position Description:	Under the guidance and supervision of the Camp Y-Koda Executive Director, the Administrative Assistant is responsible for providing administrative and program support for Camp Y-Koda Outdoor Skills and Education. The Administrative Assistant is responsible for helping with financial transactions, scheduling, phone support, advertising, customer communications, and more. The position will have greater demands during summer with additional filing, billing, communications with parents, assisting with staff scheduling, as well as with day to day operations as needed by the Summer Camp Director.
Salary:	\$10.50 - \$11.50 per hour based on experience
Contact Person:	Jeremiah Dentz
Contact Phone Number:	(920) 467-6882
Contact E-mail:	campdirector@sheboygancountyymca.org
Benefits:	Individual County YMCA membership, see employee handbook for additional benefits based on job category
Special Qualifications:	This requires excellent organizational and communication skills associated with customer service. Able to follow written and verbal instructions and have knowledge of typical responsibilities related to administrative work. Previous experience with data entry and word processing is required as well as ability to learn new software.