



YMCA OF LANSING JOB POSTING

Day Camp Recruitment Coordinator

General Function: We are seeking a highly organized and detail-oriented individual to join our camp team as a Recruiting Coordinator. This position will play a crucial role in supporting the recruitment process by efficiently managing various administrative tasks and ensuring a seamless experience for both candidates and administrative staff. The ideal candidate will possess strong communication skills, thrive in a fast-paced environment, and have a passion for helping to build a great camp team.

Duties and Responsibilities:

- Schedule and conduct interviews for candidates across multiple YMCA locations
- Prepare and maintain various recruiting reports and employee records
- Responsible for communication to hired employees
- Assist with external hiring efforts when needed
- Assist director with curriculum planning
- Other duties as assigned
- Performs other functions and duties as assigned by supervisor.

Salary & Hours: \$16 per/hour; seasonal beginning March through July

Benefits:

- Free YMCA Adult Membership
- 25% discount on program fees for themselves or eligible family members up to \$300 per year
- 15% retirement contribution upon eligibility
- Paid sick time based on status and hours worked
- Paid YMCA risk required trainings

Job Requirements:

- High school diploma or equivalent is required. Must be at least 18 years of age.
- At least 1 years experience in working with children and understanding of day-to-day administration of an active camp.
- Must demonstrate creativity, enthusiasm, and dedication.
- Must have experience working with youth in a group setting and creating and implementing lesson plans.
- Must have supervisor role experience including
- Must possess the skills necessary to provide safe, appropriate, and fun activities.
- Must be CPR and First Aid certified prior to the beginning of camp*
- Strong interpersonal skills
- Ability to accept supervision and guidance as well as constructive feedback.
- Outgoing, friendly, and enthusiastic personality
- Ability to respond to safety and emergency situations.
- Must complete all required YMCA trainings in the expected timeframe.

Physical Demands

While performing the duties of this job, the employee is often required to: bend, stoop, kneel, twist, reach with hands, sit, stand for an extended period of time, lift and/or move up to 10 pounds, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity.

Disclaimers:

- Must complete successful background screening.
- This job description may not be all-inclusive and employee is expected to perform all other duties as assigned by direct management. Job descriptions and duties may be modified when deemed appropriate by management.

Apply in person at any YMCA of Lansing location or on-line @ lansingymca.org/jobs