



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## McGaw YMCA In Evanston Camp Echo Job Description

**TITLE:** Operations Manager  
**REPORTS TO:** Camp Director  
**SUPERVISES:** Head Cook, Clinic Manager, Trading Post Manager(s), Promotions Manager, Photographer, Town Run Driver

### SPECIFIC DUTIES

- Attends the daily 8 am breakfast meeting with the Camp Director, Property Manager, and Program Manager.
- Oversees Health & Food Services, Bus Transportation, Photography, and Camp IT / Communications.
- Coordinates, and handles all problems related to, the transport of campers from the McGaw Y to Camp Echo
  - Maintains an accurate list of layovers and drop-off campers who are not expected to take the bus
  - Confirms the number of passengers prior to each McGaw Y departure
  - Ensures adequate staffing and communicates assignments to the McGaw Y departure coordinator
  - Confirms the number of coaches and where they are going with the bus company the Friday before
  - Delivers the list of drop-off campers to the Program Manager the Saturday before
  - Receives the departure confirmation call from the McGaw Y departure coordinator
  - Communicates the list of children who missed the bus to the Camp Director
  - Monitors the progress of the buses via cell phone and posts the arrival time on the Echo website
- Coordinates, and handles all problems related to, the transport of campers from Camp Echo to the McGaw Y
  - Maintains an accurate list of layovers and pick-up campers who are not expected to take the bus
  - Confirms the number of passengers prior to each Echo departure
  - Ensures adequate staffing and reminds staff of their responsibilities
  - Confirms the number of coaches and where they are going with the bus company the week before
  - Prepares, distributes, and collects lunch request slips and delivers them to the Head Cook
  - Assigns cabin groups to each coach and prepares attendance lists and the attendance clipboards
  - Delivers the list of pick-up campers to the Program Manager the day before
  - Receives the departure confirmation call from the bus company dispatcher early that morning
  - Prepares numbered signs and posts them on the coaches when they arrive
  - Faxes the final attendance lists for each numbered coach to the McGaw Y arrival coordinator
  - Monitors the progress of the buses via cell phone and maintains a web log of their journey
- Works with the Camp Director to prepare and process staff paperwork, track attendance, and prepare the payroll.
- Works with the Photographer to ensure that adequate and specific photos are taken for parents and marketing.
- Works with Clinic Manager to ensure the proper staffing and operations of the Camp Clinic.

### ADDITIONAL DUTIES

- Maintains the cleanliness of the living space and office space to which he or she is assigned.
- Participates in the Echo program as appropriate and as available.
- 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; college graduate preferred
- Previous experience in a leadership role at Camp Echo or an equivalent camp
- Highly organized and adept in using Microsoft Word and Microsoft Excel
- Certified in CPR and First Aid
- Leadership ability and teamwork oriented; possess a variety of skills and camping experience
- A commitment to working with a diverse staff and camper population for the fulfillment of YMCA goals