



Washtenaw Camp Placement Association Job Description: Part-Time Temporary Summer Assistant

The Summer Assistant, at the direction of the Executive Director, interacts with campers and their families, facilitating communication between the camper's family, Washtenaw Camp Placement Association (WCPA) and the camps. Duties include:

- Contacting parents/guardians of prospective campers two weeks prior to the start of scheduled camp sessions
- Ascertaining that the camper intends to attend the scheduled session
- Confirming all arrangements, including transportation
- Answering questions from campers' families
- Acting as liaison between camps and campers to ensure that all required registration materials are submitted to the camp
- Assisting in replacement of campers who cancel, including interviewing families at the corporate office
- Coordinating with camp directors/staff to fill camp sessions with replacements
- Standard office work, including data input and filing

An average of sixteen hours per week is required, at the corporate office, but the actual number of hours for any one week will be determined by the work load. Remuneration is \$12 per hour. No benefits are provided, except those required by law. The 2016 summer period is May 9 to July 22.

Requirements: genuine concern for economically disadvantaged youth; ability to communicate effectively with campers' parents or guardians, volunteers, and camp personnel; a high degree of organization, and ability to function well in a small office.

In addition to the responsibilities listed above, all employees of Washtenaw Camp Placement Association are responsible for completing other duties as assigned. The Job Description may be revised at any time at the discretion of the Board of Directors. WCPA seeks to recruit the best qualified people for its staff. In doing so, it will afford equal opportunity for employment, promotion, and compensation to all persons without regard to race, color, gender, national origin, sexual orientation, gender identity, age, marital status, religion, physical or mental disability, political affiliation, veterans' or military status, height and weight, family responsibilities, educational association, condition of pregnancy, source of income, HIV status, or any other status protected by applicable federal, state or local law. WCPA complies with all applicable federal, state and local laws that prohibit discrimination in the workplace. WCPA is an at-will employer.

Details of our program are on our website, www.WashenawCampPlacement.org

If interested please mail resume and cover letter to Washtenaw Camp Placement Association, 3135 S. State Street, Suite 350-D, Ann Arbor, MI 48108 or e-mail CampPlacement@sbcglobal.net