JOB DESCRIPTION
Camp Fuller Post Master

Purpose: To receive, distribute, and track all mail coming and going from YMCA Camp Fuller. To maintain and develop retail sales in YMCA Camp Fuller Camp Store.

Accountable to: The Business Manager

Essential Duties and Responsibilities:

Mail
1. Print and sort Bunknotes every morning by 11am EST
   1.1. Drive to the post office in Wakefield and pick up all mail and packages before 12:00pm EST.
   1.2. Sort all mail and packages in the dining hall and ensure ADLs retrieve all mail for their division.
   1.3. Collect all outgoing mail from the Division Leaders at 10:00am EST.
   1.4. Stamp and return any mail to the post office that belongs to a camper who already went home.
   1.4. Photograph each letter and upload it to Bunk1 to each family's account.

Camp Store
2. Ensure Camp Store is open at all designated times of day
   2.1. Maintain a living inventory of all items in the store and notify the Camp Director when any stock gets low.
   2.2. Assist campers in making purchases in the camp store with their camp store accounts.
   2.3. Train staff members to assist in the camp store. Camp Store should always be staffed by two employees.
   2.4 Keep Camp Store organized and tidy. Remove all trash and recycling as needed.

4. Maintain good public relations with parents, members and participants and direct serious matter to the Camp Director.

5. Understand that you represent the YMCA and maintain a positive disposition, demeanor and attire.

10. Treat children and adults with dignity and respect. Recognize their individuality and diversity.

11. Demonstrate and teach the Y values of caring, respect, responsibility and honesty. Set a good example for children and adults in leadership.

12. Work in harmony and cooperation with the staff, volunteers and members of the YMCA to develop team spirit and family atmosphere.

13. Other Duties as assigned including but not limited to late night On Duty shifts

SUPERVISORY RESPONSIBILITIES

Directly supervises program heads in the following areas: Camp store
QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Inventory experience
Retail experience
Understanding of the US Postal Service policy and procedures

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

HUMAN RELATIONS SKILLS

Frequent to constant interdepartmental or external contacts on matters requiring above average tact. Magnitude of contacts is limited to a single or few operating units. Human relations skills are very important.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and climb or balance. The employee must frequently lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The noise level in the work environment is usually very loud. The position has exposure to Bloodborne Pathogens and the incumbent should be educated and prepared on same.

I have read the above job description, and I understand what is expected of me as a YMCA Camp Fuller Post Master.