



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Office Assistant Volunteer Opportunity

DATE: Any dates available between Monday-Friday, will be discussed

TIME: 2-4 hours a day during our business hours 8:00am-4:30pm

VOLUNTEERS NEEDED: 1-2 Volunteers

LOCATION: YMCA Camp Y-Koda, W3340 Sunset Road, Sheboygan Falls, WI 53085

VOLUNTEER DESCRIPTION: Camp Y-Koda is looking for a volunteer to work alongside our Administrative team to assist with a variety of administrative tasks to help prepare for the spring and summer camp season.

This volunteer position offers a lot of flexibility. Camp Y-Koda is a licensed day camp with the state of Wisconsin and operates year-round with other outdoor programming available for the community.

VOLUNTEERING AS AN OFFICE ASSISTANT : As an Office Assistant you will perform a variety of tasks depending on deadlines and demand within the camp office. This includes administrative tasks as assigned and helps extend the resources of camp to better meet the goals of our mission.

QUALIFICATIONS:

- Must be age 16 & older
- Basic to intermediate computer skills
- Willingness to work cooperatively with staff, and other volunteers
- Ability to follow directions and work with minimal supervision.

HOW TO SIGN UP: May choose 1 of the following:

- Call Camp Y-Koda at (920) 467-6882
- Email Kaitlyn at krautmann@sheboygancountyyymca.org

For questions or more information, please contact Kaitlyn Rautmann, Summer Camp Director, at krautmann@sheboygancountyyymca.org or at (920) 467-6882 ext. 305.



Camp Y-Koda Outdoor Skills & Education, W3340 Sunset Road, Sheboygan Falls, WI 53085