



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

RED WING YMCA JOB DESCRIPTION

Job Title: Day Camp Director

FLSA Status: Seasonal

Leadership Level: Leader

Reports to: Camp Pepin Director

Starting Pay Rate: \$450/week

Revision Date: 12/11/23

POSITION SUMMARY:

The Day Camp Director is responsible for the day-to-day operation of our Day Camp programming. Before each week starts, the Day Camp Director will need to create final rosters, work with the Camp Director to assign staff, and identify transportation needs for that week. They are also responsible for working with that week's Day Camp staff to develop a schedule of activities and programming that is new and exciting for all our Day Camp participants and can function in sync with any Resident Camp programming occurring at the same time.

Once the Day Camp week begins, the Day Camp Director works with that week's staff in the instruction and operation of the program - helping where they are needed. Other responsibilities throughout the week include finalizing a bus duty schedule, confirming camper numbers and pick-up/drop-off locations with the bus drivers and staff, and any communication with parents.

Our Day Camp programs serve as camp's introduction to new, young campers, who will hopefully continue to grow with Camp Pepin for many years. It's the job of the Day Camp Director to provide a unique and exciting week of fun for day campers, and to introduce them to the Camp Pepin family early on in their lives.

ESSENTIAL FUNCTIONS:

1. Become familiarized with the expectations and characteristics of an effective counselor, and the needs that campers and staff at Camp Pepin require.
2. Plan, prepare, and carry out staff training workshops and activities.
3. Support staff through a variety of coaching methods; serve as a mode of communication between Directors and staff.
4. Communicate with program staff to ensure that all program areas are running safely and effectively.
5. Organizes and manages all skill classes, including their lessons and activities, continuing curriculum, required materials and supplies, and instructors.
6. Performs staff evaluations with the assistance of program staff and provides constructive feedback.
7. Applies basic youth development principles in working with campers through communication, relationship development, and respect for diversity, involvement, and empowerment of youth.
8. Exemplify all expectations of counselors through actions - lead by example.
9. Assures campers are properly supervised at all times.
10. Lead and/or participate in camp activities during the day and evenings, including meals. Program Staff should be visibly present to both counselors and campers throughout the day.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Seeks first to understand the other person's point of view and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work, and actively participates in meetings.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change and seeks opportunities in the change process. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

EXPECTED HOURS OF WORK

The expected hours for the Camp Pepin Program Staff will be midmorning Sundays through Friday evenings. Camp Pepin Program Staff will assist with the preparation and planning of Staff Training via virtual meetings before camp starts. Program Staff are expected to be onsite 24 hours a day when camp is in operation. There are times when staff will be off or away from children when camp is in session, though the camp director will develop a schedule of duty times.

WORK ENVIRONMENT AND 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.

- Visual/auditory ability to identify/respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid; must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Some physical requirements of a Program Staff position could be endurance, including prolonged standing, some bending, stooping, and walking long distances, hiking, climbing, and stretching.
- Requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities, the ability to lift up to 50 lbs.
- Requires normal range of hearing/eyesight to record, prepare, and communicate appropriate camper activities/programs.
- Willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, bats, etc.

TRAVEL

Camp Pepin Program Staff who have proper driving authorization may take children on day and overnight trips, depending on skills, knowledge, and personal job duties within camp. Staff may also be required to travel to Red Wing areas to retrieve a van from the Red Wing YMCA fleet.

QUALIFICATIONS:

1. Must be at least 19 years of age.
2. Must be able to obtain or become certified in First Aid/CPR (camp will provide certification).
3. Must be able to obtain or become certified as a Lifeguard (camp can provide certification).
4. Demonstrate knowledge and skill in program area.
5. Ability to serve in a leadership position for camp staff.
6. Ability to schedule and supervise children.
7. Desire and ability to work with children outdoors.
8. Ability to interact with all age levels.
9. Ability to relate to youth and adults in a positive manner.
10. Ability to communicate and work with diverse participant needs and provide necessary instruction to campers and staff.
11. Ability to observe camper behavior, assess its appropriateness, enforce safety regulations and emergency procedures, and apply behavior-management techniques.
12. Ability to pass a background check and, if necessary, a motor vehicle check to ensure proper license and driving record.

AAP/EEO STATEMENT

The Red Wing Area Family YMCA (the Y) provides equal employment opportunities (EEO) to all employees and applicants for employment with regards to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Y complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

SIGNATURES

This job description has been approved by all levels of management. Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____