



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

RED WING YMCA JOB DESCRIPTION

Job Title: Leadership Director

FLSA Status: Seasonal

Reports to: Camp Pepin Director, Curriculum Coordinator

Leadership Level: Leader

Starting Pay Rate: \$400/week

Revision Date: 2/1/23

POSITION SUMMARY:

The Leadership Director is responsible for the two leadership camps that take place at Camp Pepin – the Leaders-in-Training (ages 13-15) and the Counselors-in-Training (ages 15-17) programs. Each program is two weeks long and allows for participants to experience being a leader within a cabin. The first week of each session is self-contained, where the Leadership Director and co-counselor prepare the LITs or CITs for their role with a cabin. During the second week, LITs are assigned to a cabin for certain periods of the day, and CITs are assigned to a specific cabin for the whole week. The Leadership Director works with staff to evaluate, provide feedback, and supervise the LITs/CITs during that second week to help them grow as leaders at camp.

The quality and success of these programs are essential to the long-term success of Camp Pepin for several reasons. Firstly, they provide options for older campers, who would otherwise age out of the regular camp programs, to continue to stay involved with Camp Pepin. They serve as a goal for younger campers who look up to the LITs and CITs who they encounter during their sessions; we often hear “I want to be an LIT/CIT when I get older!” Another major role these leadership programs play is a pipeline for quality counselors on our staff. With the LIT and CIT programs, we are able to develop, prepare, and evaluate potential staff who are already invested and familiar with Camp Pepin. When our leadership programs are not in session, the Leadership Director will assist the Program Director in staff evaluations, Skill Class coaching, and staff support. Essentially – assisting in the development of the current staff as even better counselors.

The Leadership Director should have experience with coaching, leadership, and mentorship, and be able to design curriculum that develops and teaches leadership skills in teens. This not only includes teambuilding activities and games, but also personal reflection exercises, establishing expectations for quality counselors, and teaching Camp’s policies and procedures and the reasons behind them. Guidance, advice, and resources will be provided from the Camp Director – you are never alone in the process! That being said, these programs are your babies – lots of planning, preparation, responsibility, and care is required.

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 curriculum for all Leadership Programs.
3. Support staff in the integration of LITs/CITs into cabins groups.
4. Assist in the preparation and planning of staff training, serve as a support system to counselors throughout the summer.
5. Lead any staff trainings related to program area and assist in the evaluate staff performances throughout the summer.
6. Applies basic youth development principles in working with campers through communication, relationship development, and respect for diversity, involvement, and empowerment of youth.
7. Exemplify all expectations of counselors through actions – lead by example.
8. Assures campers are properly supervised at all times.
9. 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.
10. Fosters an inclusive environment appreciative of differences in the workplace. Meaningfully participate in and lead efforts to support the Y’s commitment to equity and diversity.

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 _____