



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

RED WING YMCA JOB DESCRIPTION

Job Title: Program Director

FLSA Status: Seasonal

Leadership Level: Leader

Reports to: Camp Pepin Director

Starting Pay Rate: \$500/week

Revision Date: 12/10/23

POSITION SUMMARY:

Camp Pepin's Program Director is responsible for enhancing the quality of programming at Camp Pepin and works with each member of the Program Staff to ensure that proper procedures are prepared, provided, and performed in all program areas. Although Program Staff members report to the Program Director, they are all part of the leadership team/Program Staff. The Program Director also works with the Camp Director and Program Staff to develop a quality Staff Training week to prepare our staff for the summer.

The Program Director works with our camp staff on the development of Camp Pepin's Skill Classes. Because we want our instructors to be invested and passionate about the classes they teach, we provide opportunities for them to work together to brainstorm and design quality programs that are both enriching and entertaining for campers. This programming should build on skills throughout the week to culminate in a final activity or event. The Program Director is crucial to the development of these classes, as they explain the expectations and provide feedback and suggestions on how to improve the classes' curriculum. The Program Director is responsible for ensuring that all staff are provided opportunities to lead activities they are comfortable with, but also to challenge themselves to step out of their comfort zone.

Camp Pepin's Program Director plays a major role in the success of Camp Pepin, as they oversee the day-to-day impact our staff can have on our campers - not only with mentorship and entertainment, but also through education and inspiration.

ESSENTIAL FUNCTIONS:

1. Become familiarized with the expectations and characteristics of an effective counselor, and the needs Camp Pepin campers/staff at 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 lessons/activities, continuing curriculum, required materials/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. Curriculum Coordinator 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 21 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 _____