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## RED WING YMCA JOB DESCRIPTION

Job Title: Day Camp Director – YMCA Camp Pepin  
Starting Rate: \$450/week; room and board  
Employment Dates: June 4th to August 18th, 2025

FLSA Status: Seasonal  
YMCA Leadership Level: Leader  
Reports to: Camp Pepin Director

### POSITION SUMMARY:

The Day Camp Director oversees the daily operations of Camp Pepin's Day Camp, ensuring a seamless and exciting experience for campers and staff alike. Prior to each camp week, the Day Camp Director will finalize rosters, collaborate with the Camp Director on staff assignments, and coordinate transportation logistics. They will work closely with the Day Camp staff to develop an engaging and dynamic schedule of activities that complement ongoing Resident Camp programming.

Once camp is underway, the Day Camp Director supports staff in the instruction and execution of the program, stepping in wherever needed. Additional duties include managing bus schedules, verifying camper attendance and pick-up/drop-off details, and maintaining open communication with parents. The Day Camp Director plays a pivotal role in introducing young campers to Camp Pepin, creating memorable experiences that foster long-term relationships with the camp.

### ESSENTIAL FUNCTIONS:

- 1. Understand and Prepare for Camp Needs:** Become thoroughly familiar with the expectations for both counselors and campers. Organize and lead staff training workshops, ensuring Day Camp staff are prepared to meet the specific needs of campers and camp programming.
- 2. Coach and Support Staff:** Provide guidance, coaching, and feedback to staff throughout the week. Act as the main communication link between the Camp Director, program staff, and Day Camp staff.
- 3. Ensure Safety and Program Quality:** Collaborate with program staff to ensure that all activities are running safely and effectively. Oversee the planning and management of Day Camp classes and activities, including lessons, scheduling, and materials.
- 4. Evaluate and Develop Staff:** Conduct staff evaluations, offering constructive feedback to help them grow and improve. Lead by example in upholding camp expectations and promoting a positive camp environment.
- 5. Foster Camper Development and Supervision:** Apply youth development principles to foster communication, relationship building, and respect for diversity. Ensure campers are properly supervised at all times, creating a safe and inclusive atmosphere.
- 6. Engage and Participate in Camp Life:** Be an active presence throughout the camp day, participating in activities, meals, and ensuring visibility with both campers and staff. Lead or assist in activities as needed to support the camp experience.

### YMCA COMPETENCIES (Leader):

**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.

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

**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, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Some physical requirements of a Resident Counselor position could be endurance including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs; 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 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 area to retrieve a van from the Red Wing Area Family YMCA fleet.

## QUALIFICATIONS

1. Must be at least 20 years of age.
2. Must be able to obtain or become certified in First Aid/CPR and Lifeguarding (camp will provide certification).
3. Strong leadership skills with the ability to supervise, schedule, and mentor both staff and campers.
4. Demonstrated knowledge and experience in camp program areas, with a passion for working with children in an outdoor environment.
5. Ability to effectively communicate and interact with campers, staff, and parents, fostering positive relationships and addressing diverse participant needs.
6. Strong ability to observe and assess camper behavior, enforce safety protocols, and apply appropriate behavior-management techniques.
7. Willingness to collaborate with staff to create an inclusive and supportive environment for all age levels.
8. Must pass a background check and, if necessary, a motor vehicle check to ensure a valid license and safe 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 \_\_\_\_\_