

Camp Foster YMCA

Job Title: Day Camp/Program Coordinator

Pay Grade: Exempt - 13

Reports to: Executive Director

Job Summary: To work as part of the Camp Foster YMCA Leadership Team in applying areas of emphasis; youth development, healthy living, social responsibility by providing leadership for the total operations of the Day Camp and Camp Foster run programs at Camp Foster YMCA. Provide leadership and vision for program and staff development.

Essential Functions:

1. Overall

- a) Support the mission of the YMCA.
- b) Incorporate the YMCA character development Caring, Honesty, Respect, Responsibility, and Fairness in our daily routine and incorporate these character traits when interacting with staff and members.
- c) Maintain a positive working relationship with fellow staff and members of all ages and background.

2. Program Management

A. Day Camp

- 1) Assist with marketing for Day Camp.
- 2) Plan and implement programming for day camp.
- 3) Manage the day to day of the Day Camp program.
- 4) In accordance with Camp's medical policies, carry out daily responsibilities in regards to medications, Incident Reports and all other requirements.
- 5) Communicate with Day Camp families as needed.
- 6) Assist with development of new program options for campers.
- 7) Coordinate program area schedules with resident camp.
- 8) Responsible to monitor staffing patterns and make recommendations or needed changes to Executive Director.
- 9) All other duties as assigned for overall program support.

B. Family Camp

- 1) Assist with marketing for family camp.
- 2) Assist with implementation of programming for family camp.
- 3) All other duties as assigned for overall program support.

C. Special Events & Programs (Maybe somewhere we create a list?)

- 1) Assist with marketing for Mystery Madness, adult camps, and any other programs Camp Foster designs.
- 2) Plan and implement programming for all special events and program.
- 3) Manage the day to day of the special events and programs that are running.
- 4) Communicate with participants about arrival/departure plans.
- 5) Research and design of new programs to hold at Camp Foster.
- 6) All other duties as assigned for overall program support.

D. Groups Camping

- 1) Will assist where needed with Groups camping, coordinated with team.

E. Resident Camp

- 1) Will assist where needed with Resident camp check-in/check-out on Saturday/Sunday throughout the summer. This will be coordinated with supervisor.
- 2) Will cover one evening a week as well as up to two weekends during the summer as professional coverage.
- 3) Develop and implement a "Tween" program into overnight camp.
- 4) Will work with the CIT program by communicating, recruiting, programming, etc.
- 5) Will be responsible for assigned camp "programs" (Example: Makerspace/Arts & Crafts)

3. Supervision

- a) Assist in Recruiting, training, scheduling, supervising, and evaluating, day camp, family camp, and special events staff.
- b) Conduct staff trainings to keep staff informed and certified.
- c) Work with supervisor to develop and implement training process for staff to prepare them for work.

4. Budget

- a) Monitor income and expenses and stay within assigned budget of all programs. All variances must be reported to supervisor with explanations.
- b) Provide input into the future development of day camp budgets.

5. Qualifications

- a) Prefer experience in education, recreation, or related field.
- b) Attain appropriate certifications to run school-age, day camp, resident camp, and ACA certification programs.
- c) Will acquire and maintain appropriate Lifeguarding and appropriate certifications.

Camp Housing:

Camp leadership staff are required to live on Camp property unless approved otherwise.

Working Conditions:

- Ability to work in excess of a 40-hour week with irregular work hours.
- Ability to walk, stand, and sit (including on the floor) for long periods of time.
- Must be able to lift and supplies weighing up to 20 pounds.
- Position may require bending, leaning, kneeling, and walking.
- Ability to communicate concisely and effectively.
- Ability to view/enter data for long periods of time.
- All other duties as assigned.

Effect on End Result

The effectiveness of a competent Day Camp/Program Coordinator will be a steady growth and retention of members, program participants, and individuals involved in the programs of the Camp Foster YMCA. The Day Camp and special events will impact the community understanding of the "Y" and its mission. The "Y" will be known as the leader in the community, as a mission-driven, values-driven, ethical organization.

Specifically agreed upon goals will be mutually established and reviewed at least once per year. The measurement of the Day Camp/Program Coordinator's performance and effectiveness will be based on the accomplishment of these goals.

Employee

Date

Executive Director

Date