



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

THE FAMILY YMCA- JOB DESCRIPTION

Job Title:	YMCA Camp Director	Schedule:	M-F, Varies
Job Type:	Hourly up to 40hr/wk	Job Code:	07040101
FLSA Status:	Non Exempt	Pay Range:	\$20-\$22 hourly
Reports to:	CEO	Revision Date:	January 2023

POSITION SUMMARY:

The person selected for this position will be under the supervision of the CEO and will be responsible for implementing a structured summer camp for school aged children K-6th grades. The Camp Director will assure an appropriately safe, caring and enriching environment for the children enrolled in the Taos Summer Camp program. The Summer Camp Director is responsible for the direct supervision of Camp Counselors and is expected to conduct themselves in an appropriate manner, setting an example for children, parents and co-workers by reflecting the YMCA core values of caring, honesty, respect and responsibility. The Summer Camp Director is responsible for complying with best practices as set by YUSA, the State of New Mexico, and New Mexico Out of School Time (NMOST), and will assist in ensuring that staff adheres to all YMCA Childcare Policies and Procedures.

ESSENTIAL FUNCTIONS & JOB DUTIES:

KEY AREAS OF RESPONSIBILITY:

- Adhere to policies as stated in the YMCA Childcare Policies and Procedures Manual and in subsequent YMCA trainings and meetings
- Assist in developing and implement Camp curriculum and scheduled activities and routines in coordination with Child Development Director and CEO
- Create formal staff meeting agendas as needed to address staff issues
- Effectively direct, supervise and evaluate job performance of all summer camp staff
- Responsibly supervise all summer camp staff and ensure all are adhering to the appropriate program policies and procedures
- Be a support for all summer camp staff; impartial and fair; create a team environment and encourage open communication regarding concerns/issues with children, parents or co-workers.
- Communicate clearly staff expectations and follow up to ensure compliance
- Communicate with the Child Development Director: as needed to discuss general progress of program; immediately regarding incident/behavior reports on children or with staff concerns; relay pertinent information in a timely manner to all summer camp staff
- Initiate and maintain positive relationships with school staff including principal, secretaries, custodial staff and teachers of key importance
- Ensure all staff keep a consistent headcount on all children present; communicate changes regularly
- Create and maintain set-up and clean-up schedules; including janitorial duties necessary to maintain the cleanliness of the school facility and YMCA vans
- Create a "checks and balances" system to ensure that clean-up is done EVERYDAY, without exception and that the responsibilities are distributed equally among **all staff** (including directors)
- Ensure all staff maintain accurate documentation of attendance, absences and emergency information on changes, behavior and incident reports.

RESPONSIBILITIES WHEN INTERACTING WITH CHILDREN:

- Consistently demonstrate positive interaction with all children; talk to them and treat them with dignity and respect
- Consistently demonstrate positive discipline; teach and redirect rather than scolding or reprimanding them; firmly and consistently enforce the rules; ensure that redirection is natural consequence to violation
- Express clear expectations and hold children accountable for adhering to them
- Help children to develop a positive self-esteem and sense of self-worth
- Consistently demonstrate and reinforce the values of caring, respect, honesty and responsibility

RESPONSIBILITIES WHEN INTERACTING WITH PARENTS:

- Positively ID parents before releasing children (picture ID necessary until you can personally identify them)
- Introduce yourself to parents and communicate with them regularly regarding program information: schedule changes, permission slips
- Communicate on a daily basis regarding the behavior of their children positive and negative (make sure to have parents review and sign corrective behavior reports, forward to Child Development Director)
- Encourage parents to participate or volunteer in special events or on fieldtrips
- Express appreciation for their interest in their child(s) participation in the program

JOB QUALIFICATIONS:**EDUCATION:**

- HS Diploma or General Equivalent Diploma; Bachelors degree/professional preparation and/or equivalent experience, in early childhood education and/or development. Other acceptable fields include recreation, social work, program administration, psychology and sociology

KNOWLEDGE/EXPERIENCE:

Must have the ability to demonstrate and/or show competency in the following areas:

- Supervising youth and presenting positive role modeling through all interactions with program participants.
- To meet program goals as outlined in the Childcare Policies and Procedures Manual
- To keep confidences, loyalties and practice professionalism
- Be reliable and dependable
- If 21 years old, able to drive safely and within the required posted speed limit, have a valid license, current insurance, and a clean driving record; able to pass a defensive driving course
- Must pass CPR/AED/1st Aid certification by an approved provider within 1 month from original date of hire and maintain while employed.
- Work a flexible schedule to meet program staffing/planning needs.
- Exercise mature judgment and sound decision making.
- Communicate effectively both orally and in writing.
- Learn, follow and enforce local Y and national guidelines related to internal policies.

PHYSICAL DEMANDS:

- Lift 35 pounds using proper technique
- Must have adequate vision to effectively review documents in varied formats i.e....paper and digital
- Must have adequate hearing to respond to members and interact with the public.
- Ability to stand for up to 5 hours
- Ability to run up to 100 yards (in the case of a emergency)
- Currently have excellent health and be free of communicable diseases.

PROFESSIONAL EXPECTATIONS:

The YCamp Director will present a competent and positive image of The Family YMCA through the professional and safe coordination of all Child Care programming, quantified by completion of the key areas of responsibility and continuous improvement of the systems.

In addition the Camp Counselor will exhibit and represent behaviors consistent with the expectations within the YMCA competency guidelines listed below:

- Accepts and demonstrates the Y’s values.
- Demonstrates a desire to serve others and fulfill community needs.
- Works effectively with people of different backgrounds, abilities, opinions, and perceptions.
- Builds rapport and relates well to others.
- Makes sound judgments, and transfers learning from one situation to another.
- Embraces new approaches and discovers ideas to create a better member experience.
- Strives to meet or exceed goals and deliver a high-value experience for members.
- Pursues self-development that enhances job performance.
- Demonstrates an openness to change, and seeks opportunities in the change process.

COMPENSATION:

Personnel policy governs work conditions and benefits. The first 90 days of employment are considered a trial period at which time performance will be evaluated by the Child Development director.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

JOB DESCRIPTION REVIEWED AND UNDERSTOOD:

I have read my job description and understand my responsibilities. I also understand that the YMCA cannot guarantee my employment and that the YMCA can change wages, benefits and conditions of employment at any time.

Employee Signature: _____ Date: _____