

YMCA of GREATER NEW YORK
POSITION DESCRIPTION

TITLE: Program Coordinator (Arts) – Resident Camp

BRANCH: 31

SUPERVISOR: Program Director, Camp Director

FLSA STATUS: Seasonal/Non-Exempt

REVISED: December 2008

OUR MISSION

The YMCA of Greater New York is a community service organization which promotes positive values through programs that build spirit, mind and body, welcoming all people, with a focus on youth.

IN ESSENCE

Under the supervision of the Program Director and general direction of the Camp Director, the Program Coordinator is primarily responsible for the supervision of the designated program area. The Program Coordinator assists in the supervision of camp employees and/or volunteers, including assisting in hiring, training, scheduling and appraisal of employees and/or volunteers. Responsibilities include maintaining and improving the quality of program delivered and involvement and retention of participants.

If you are looking for one of the toughest jobs in the world, but also one of the most rewarding, we welcome you this summer with the YMCA.

KNOW HOW

- Must be at least 19 years, have a high school diploma, or its equivalent, and at least 3-5 years of relevant experience (administration and working with children, preferably in a summer/resident camp setting). Emphasis on area(s) of direct instruction and supervision.
- Knowledge in the areas of YMCA programs and volunteers.
- Ability to operate a kiln.
- Ability to lead painting, drawing, dance and performance arts and a desire to impart instructional skills to summer staff members.
- Ability to create and administer lesson plans across age groups.
- Administrative skills needs for this position include computer skills, personnel management skills, organizational skills, scheduling and record keeping skills necessary to maintain appropriate program documentation and statistical reporting.
- Emotional maturity, flexibility problem-solving skills and willingness to learn.
- Exemplary human relation and motivational skills.
- Act as a member of the summer management team.
- Ability to maintain confidentiality regarding personal information on children, family and YMCA staff.
- Ability to step-in and assume regular cabin duties as needed.
- Ability to motivate camp staff and maintain a positive, professional attitude throughout the duration of the summer program.
- Possess values that meet the YMCA mission; especially honesty, caring, respect and responsibility.
- Maintain guidelines and regulations set forth by ACA, State of New York and YMCA.
- Must have, or the ability to obtain, CPR and First Aid certifications, Child Abuse Prevention training, Safety & Risk Management, Employee Orientation training and other required training prior to the start of camp or no later than 30 days (with approval) after camp begins.
- Have fun!

PRINCIPLE RESPONSIBILITIES

- Impart the power and importance of artistic expression.
- May assist with recruitment, selection, training, scheduling, supervision and evaluation of employees, CITs and volunteers.

- May assist with scheduling, supply needs, behavior management and parent issues as needed.
- Provides safe programs and environment for all participants, volunteers and staff.
- Assist/conduct performance appraisals of participants and staff.
- Provides direct leadership in the programs, including modeling and enforcing dress code and other policies and procedures.
- Provide program statistics (participation numbers) to Program Director and prepare other reports as required.
- Assist with ACA accreditation.
- Communicates schedule changes to office staff, parents and others applicable.
- Manage and maintain a flexible schedule on time and on target.
- Models a visible work ethic for all staff and campers. You see it you own it.
- Understands and promotes the YMCA values and the 40 Developmental Assets.
- Attends and/or conducts all staff meetings and training associated with the position.
- Implements and evaluates skills development of campers.
- Work in close concert with the Village and Program Directors to develop and implement activities, meetings, and special events.
- Assist fellow PCs with site/program related projects.
- Assist with other projects or activities as needed.

PHYSICAL AND MENTAL REQUIREMENTS

1. Ability to visibly observe children
2. Ability to lift up to 40 lbs. and transport equipment
3. Ability to project voice so participants can hear instructions.
4. Ability to sit and stand for extended periods of time.
5. Ability to live and work in a variety of work environments (indoor, outdoor, noisy), cross rugged terrain and be subjected to fluctuating weather humidity/temperature/precipitation.
6. Ability to lead and demonstrate activities
7. Ability to communicate with children and parents (written and verbal) effectively.
8. Ability to concentrate even when distracted by noise and activity.
9. Ability to communicate effectively with participants, staff and volunteers.
10. Ability to reason, solve problems and make independent judgment and decisions.
11. Ability to demonstrate and lead activities.
12. Ability to observe and promote safety and security procedures.
13. Ability to physically and mentally respond to emergencies and administer CPR and First Aid effectively.
14. Ability to evaluate programs and appraise employees twice annually, and provide written report of results to the Program Director.
15. Vision abilities include close vision and ability to adjust focus.
16. Ability to effectively present information and respond to questions from employees, volunteers, members and participants.

MEMBER INVOLVEMENT SKILLS

- Be informed and up to date on the latest developments in your field.
- Acquaint members with other YMCA programs and benefits.
- Develop relationships that promote the building of small communities.
- Recommend participation in a variety of YMCA programs.
- Support our YMCA annual campaign.
- "Mom" is our number one customer. Treat her and her children accordingly.
- Provide an environment in which valuing diversity is encouraged and the 40 Developmental Assets can be built and emphasized.

EFFECT ON END RESULT

1. Evidence of increased participation in designated programs.
2. Campers will achieve skills, both practical and educational.

3. Program participants will experience a safe and nurturing environment as evidenced by developmentally appropriate programs.
4. Camp staff will be competent, highly trained and mission-driven.
5. Participants will enjoy the program and feel positive about being involved in the YMCA.
6. Creation of a safe and nurturing environment for program participants, members, volunteers and staff.
7. Effective department management as evidenced by program coverage at all times.
8. Evidence that camp runs smoothly with adequate staff coverage and implementation of camp activity schedule.
9. Creation of an age-appropriate environment that meets the needs of the children we serve.
10. Safety will be considered a first priority as demonstrated by all staff following safety policies and procedures.
11. Effective mentoring of campers, and staff.
12. A strong mission-driven Camp program with a clear commitment to character development of caring, honesty, respect, and responsibility and healthy spirit, mind and body.

Acknowledgement of Position Description

Date