

YMCA of GREATER NEW YORK
POSITION DESCRIPTION

TITLE: Program Director – Resident Camp

BRANCH: 31

SUPERVISOR: Camp Director, Associate Executive 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 direction of the Camp Director, the Program Director will be responsible for the overall management and leadership of activities for approximately 200 campers, summer staff and specific Program Coordinators. The Program Director shall provide young people with a safe environment that fosters joyful spiritual, mental and physical growth.

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 21 years. Experience (3-5 years) in resident camping or significant related experience working with children. 2-3 years of college education preferred.
- Will have an understanding and knowledge of children, their behavior and development across age groups.
- Ability to plan, organize and implement a holistic camp program.
- Ability to create and administer lesson plans across age groups.
- Ability to work alone and coordinate with the management team.
- Ability to model and use age-appropriate discipline techniques, according YMCA and ACA guidelines.
- Ability to give and take direction.
- Ability to communicate effectively with children, parents, the management team, and other staff.
- Maintain current CPR AED and First Aid certifications, Child Abuse Prevention training, Safety & Risk Management, Employee Orientation training and other required camp training prior to the start of camp or no later than 30 days (with approval) after camp begins.
- Exhibit emotional maturity, flexibility, problem solving skills and willingness to learn.
- Capable of effective large group management.
- 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.
- Ability to motivate camp staff and keep up morale throughout the summer.
- Have fun!

RESPONSIBILITIES

Staff Relations

- Assist Camp Director with camp staff selection.
- Assist in providing goals and expectations for camp staff.
- Assist in the planning and direction of staff training.
- Conduct staff meetings as needed.
- Model appropriate staff behavior, including arriving on target, 15 minutes early, and work with focus.
- Maintain coverage and adequately manage any staff absences.

- Assist on overseeing staff achievement of performance standards and recommend Action Plan for performance improvement as needed.
- Manage/administer staff appraisals (2 times) and provide feedback and training as needed.
- Model and enforce Camp Dress Code Policy (appearance should be neat, clean and appropriate).
- Other duties as assigned.

Program Area Management

- Assist in planning, coordinating and implementing activities.
- Assist in managing camp activities, campers, staff/volunteers and facilities, including special events and off-camp trips.
- Assist in planning and coordinating the use of supplies, equipment, and facility/room usage.
- Oversee maintenance of site and facilities and communicate any concerns as needed. Work in concert with housekeeping and maintenance staff and Directors.
- Communicate schedule changes to appropriate departments as needed.
- Follow and model established guidelines in regard to safety, behavior management, parent communication and emergency procedures for all residents and report/document concerns.
- In the event of inclement weather or other emergency situation, take necessary steps to move campers to a safe location and make proper notifications.
- Know and implement emergency procedures as needed and conduct mandated safety drills.
- Demonstrate impact of communal meals. Work in concert with the kitchen, its staff and Directors.

Maintain Accurate Records & Adhere to Regulations

- Communicate camper information changes (including special arrangements & camper attendance) to appropriate camp staff.
- Complete and submit required reports/statistical information by established deadlines. Work in concert with seasonal and year-round/Exempt Office Staff.
- Complete and submit all Accident/Incident Reports within established time frames with the designated Health staff.
- Assist with ACA accreditation.
- Maintain guidelines and regulations set forth by ACA, State of New York and YMCA.
- Work in concert with the village's designated Health staff. Use sound judgment in determining seriousness of injuries and treat accordingly.
- All purchases must be pre-approved. Expenditures must not exceed the approved amount and must be submitted according to accounting guidelines.

Develop and Project a Good Public Image to Parents, Campers, Staff and Community Members

- "Mom" is our number one customer. Treat her and her children accordingly.
- Accept and demonstrate the YMCA Core Values. Host our parents during check-in and check-out.
- Ensure age appropriate skill development.

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 and trainings
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 observe and promote safety and security procedures.
12. Ability to physically and mentally respond to emergencies and administer CPR and First Aid effectively.
13. Ability to administer employee appraisals twice annually.

14. Vision abilities include close vision and ability to adjust focus.
15. Ability to effectively present information and respond to questions from employees, volunteers, members and participants.

MEMBER INVOLVEMENT

- 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 annual campaign.
- Provide an environment in which valuing diversity is encouraged and the 40 Developmental Assets can be built and emphasized.

EFFECTS ON END RESULT

- Activities will run smoothly as evidenced by adequate staff coverage and implementation of a viable schedule.
- Safety will be considered a first priority as demonstrated by all staff following safety policies and procedures.
- Camp staff will be competent, highly trained and mission-driven.
- Camp goals will be obtained due to creative planning/programming, meeting deadlines and sufficient promotion and communication.
- Creation of an age-appropriate environment that meets the needs of the children and families we serve.
- Sound fiscal management will be achieved through meeting or exceeding budgeted expectations.
- 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.
- Our campers, staff and parents will feel joy being involved with our YMCA.

Acknowledgement of Position Description

Date