

FAMILY YMCA OF MARION AND POLK COUNTIES
JOB DESCRIPTION
YMCA CAMP GREIDER



JOB TITLE: Program Director
REPORTS TO: Camp Director
FLSA TYPE: Full Time; Seasonal; Exempt
DEPARTMENT: Camping

GENERAL FUNCTION

The Program Director is responsible for the design and implementation of day time programming in a day camp setting. The Program Director will work with other Directors to plan and lead camp activities and work as a resource to support the development of both staff and campers. The program director will also supervise the Jr. Counselors.

ENTRY REQUIRMENTS AND TRAINING

- Age 21 or over by June 1 preferred.
- Two years of college or equivalent in camping experience.
- Prior leadership with groups of children at camps, youth groups, community groups.
- Supervisory experience, especially with one's peers, preferred.
- Possess desire and ability for working with children.
- Ability to understand the needs of campers and place campers' needs and camp's needs ahead of personal needs.
- Ability to relate effectively to one's peers, supervisors, and children effectively.
- Ability to work in outdoor environment and display an appreciation and understanding of the natural environment to campers.
- Possess flexibility, maturity, and the ability to work with minimal supervision.
- Good character and ability to act as a role model for youth.
- Current First Aid & CPR Certification.

PRINCIPAL ACTIVITIES

- Work with the Camp Director to create and facilitate staff training.
- Supervise and collaborate with Waterfront Director, Arts & Crafts Director and Outdoors Skills Director to ensure programing aligns with weekly theme and the YMCA values.
- Supervise staff during camp programs. Provide ongoing coaching, feedback, and support to staff.
- Communicate with the Camp Director on a daily basis about the needs of staff and campers.
- Work to seek solutions to improve camp and camp programming.
- Serve as a good role model of appropriate camp behavior for staff and campers.
- Assume responsibility for the health, and safety of campers under their supervision.
- Provide coverage for cabin groups as needed.
- Communicate with parents at check-in and check-out or as needed.

WORKING CONDITIONS

- Physically able to accompany campers to and participate in all camp activities.
- Able to communicate verbally with campers and to provide instructions.
- Possess visual and auditory ability to respond to critical incidents and physical ability to act swiftly in emergency situations.
- Able to observe camper behavior, respond to health and safety concerns and deal appropriately with camper behavior.
- Able to work outdoors in varying weather conditions (rain, heat, etc.).
- Able to work long hours, which may include some evenings.
- Able to follow all camp rules and YMCA policies and procedures as outlined in the Staff Handbook.

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- May work at another camp location as needed.

This job description may not be all inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.

Employee Name: _____

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____