

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



JOB TITLE: Administrative Director
REPORTS TO: Camp Director
FLSA TYPE: Full Time; Seasonal; Exempt
DEPARTMENT: Camping
SALARY: \$325/wk

GENERAL FUNCTION

The Administrative Director is responsible for assisting Director with managing registrations, developing weekly schedules and creating group assignments, overseeing counseling staff and assisting with the day to day running of Camp Greider.

Experience and Requirements

- Age 21 or over by June 2019 preferred
- Two years of college or equivalent in camping experience.
- Prior leadership with groups of children and teens at camps, youth groups, community groups.
- Prior supervisory experience of young adults.
- Prior experience scheduling staff to meet workload needs.
- Prior experience developing and managing group schedules.
- Possess desire and ability to work with children and teens.
- Ability to respond to critical incidents and act swiftly in emergency situations.
- Ability to place campers' needs and camp's needs ahead of personal needs.
- Ability to communicate effectively with children and adults both verbally and in writing.
- Possess computer skills including working with databases, word processing, and social media.
- An appreciation and understanding of the natural environment and its importance to health and well-being of children and adults.
- Possess flexibility, maturity, and time management skills to work with a minimum of supervision.
- Good character and ability to act as a role model for youth.
- Current First Aid & CPR Certification.

Principal Duties

- With the Camp Director and Program Staff, create and facilitate staff training and all supporting staff handbooks and training materials.
- Develop and implement camper/staff groups for each week of camp using Excel.
- Implement summer camp program in a way which represents the YMCA mission and values.
- Supervise all leadership staff in executing camp programs and act as a resource and support for programming and staff.
- Provide ongoing coaching, training, and support for camp staff including regular performance evaluations.
- Work with staff to provide consistent behavior expectations and assist with camper discipline issues as needed. Provide support to both campers and counseling staff.
- Serve as a good role model for both staff and campers.
- Assume responsibility for the health, welfare, and safety of campers and staff.
- Communicate clearly and promptly with Camp Director to meet the needs of camp programming and staff.
- Represent the mission and values of the YMCA in all actions.

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Working Conditions

- Transportation from YMCA to camp Greider and back is provided daily.
- Physically able to accompany campers to and participate in all camp activities.
- Able to respond swiftly to emergency situations
- Able to work long hours; may require some evening and weekend hours.
- Able to work in a rustic outdoor setting in varying weather conditions (rain, heat, etc).
- Able to follow all camp rules and YMCA policies and procedures as outlined in the *Staff Handbook*.

I understand that 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:** _____