



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Job Title: Summer Day Camp Coordinator

Reports to: Child Care Director

Hourly Wage Range: \$10.00-\$12.00 per hour depending upon experience

General Function: Work with the Child Care Director to plan, develop and administer the Summer Camp program. Ensure the safety, well-being and personal growth of staff and campers. Responsible for overall Summer Camp operations: tone-setting, communication, behavior management, scheduling, quality of activities, staff evaluations and transportation coordination. The Summer Day Camp Coordinator must demonstrate positive, professional role modeling at all times, acting in a manner that is consistent with the staff code of conduct and the philosophy, goals and objectives of the YMCA.

Essential Job Functions:

1. Support Staff

- a. Praise staff frequently with specific examples of their actions and words
- b. Help staff replace undesired behavior with positive choices
- c. Connect with each staff member and maintain a positive relationship throughout the summer
- d. Help staff grow as people and as counselors
- e. Be supportive when staff deal with challenging situations
- f. Follow through with staff requests and commitments that you make

2. Ensure the Physical, Emotional and Social Safety of Campers

- a. Work with staff to create an environment in which all campers are respectful of each other and the guidelines at camp
- b. Spend time with the campers so that you are able to observe the group dynamics of each group and connect with individual campers
- c. Help campers who need extra support
- d. Talk to the Child Care Director when you have serious concerns about the behavior of a particular camper
- e. Report any suspicions of child abuse immediately to the Child Care Director
- f. Use parents as resources to give insight into their child's behavior and how to help them
- g. Be aware of times or activities that may involve a high degree of emotional or social risk for campers and work with staff to mitigate these risks
- h. Stay informed of staff choices, especially involving discipline, to ensure that campers receive fair and appropriate treatment
- i. Handle all situations involving campers safety in a timely manner

3. Build Relationships with Day Camp Parents

- a. Communicate regularly with Day Camp parents about their child's behavior, successes and challenges
- b. Keep parents informed of any changes in the Day Camp program or schedule
- c. Return parent phone calls in a timely manner
- d. Keep the Child Care Director informed of any parent concerns or situations that need further attention
- e. Find fun and creative ways to create stronger relationships with Day Camp parents

4. Leadership Team Responsibilities

- a. Demonstrate professional role modeling at all times
- b. Work to establish and maintain positive relationships with all Leadership Team members

throughout the summer

c. Communicate regularly with the Child Care Director

d. Ask for help when needed

e. Fulfill Leadership Team Duties with a positive attitude and willingness to help

Other Job Duties:

- Provide supervision for campers while campers are transported to and from camp or during scheduled field trips off of camp property
- Contribute to verbal and written evaluations and communication as requested
- Identify other tasks or duties that this position may be expected to perform but are not necessarily the primary focus of this position

Equipment Used:

- Counselors may be asked to use fire protection equipment, first-aid equipment, and specialty program equipment (e.g., ball pump or compass). On rare occasions, some may be asked to drive their own or another staff member's personal vehicles for camp errands and other camp related business.

Minimum Qualifications:

- Must have at least two years of college education and school age child development experience
- Must be able to obtain or become certified in First Aid/CPR
- 2 years of camping experience or combination of youth program and supervisory experience
- Must submit health history record and other YMCA employee paperwork prior to first day of work
- Ability to design and implement recreational programming and interact with children and adults of all age levels
- Ability to perform multiple tasks concurrently
- Previous experience in peer leadership, supervision and staff management
- Must pass a criminal background check prior to employment

Knowledge, Skills, and Abilities:

- Understanding of the development needs of youth
- Ability to relate to youth and adults (e.g., parents and co-workers) in a positive manner
- Demonstrated basic level knowledge and skill in designated camp program areas

Physical Aspects of the Job:

Some physical requirements of this position could be endurance including prolonged standing, some bending, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs; willing to work in a day camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the elements (e.g., sun, wind, rain).

Employee Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

