

YMCA of Middle Tennessee Job Description

Hourly / Non-exempt

PAY GRADE
\$115 Daily Rate

TITLE: Arts and Crafts Coordinator (Summer Seasonal)

DEPT: Camp

CENTER: Joe C. Davis YMCA Outdoor Center

Position Summary:

Consistent with the Christian mission and vision of the YMCA of Middle Tennessee, and in cooperation with other YMCA staff, under the direction of the Day Camp Director, the Arts and Crafts Coordinator will supervise art and crafts programs and activities, maintain the safety of the guests, and assure that the camp's program is run efficiently through detailed supervision and objective decision making.

Essential Functions:

- Model the YMCA core values: Caring, Honesty, Respect and Responsibility
- Guide and direct guests in a variety of camp activities and teach activity skill development
- Assure that camp programs are delivered to all campers in a safe and fun environment
- Follow all rules and safety regulations as set forth by the center
- Assure that each camper has a pleasant experience and their goals are adequately met with skills development and progressive curriculum
- Maintain a positive working relationship with other staff
- Assist with Day Camp Car Rider ID check daily
- Train Counselors on age appropriate arts activities to present to campers
- Supervise counselors who are leading activities with campers
- Communicate inventory of supplies and materials needed for activities to Day Camp Director
- Ensure camp programs are delivered to all guests in a safe and fun environment
- Follow all rules and safety regulations as set forth by the center
- Maintain a positive working relationship with other staff
- Carry out all other task and objectives as assigned by the Day Camp Director

Qualifications:

Passion, enthusiasm, and commitment to the mission and cause of the YMCA

An enthusiastic personality with the desire to serve volunteers, guests, participants and staff to create a culture of service

Strong interpersonal and communication skills and the ability to relate effectively to diverse groups of people from all social and economic segments of the community

- Excellent communication and organization skills
- Ability to work on a team and willingness to work outdoors
- Ability to understand the needs of participants and to place these needs ahead of his/her own
- Ability to think in the abstract, solve problems, make decisions, instruct, evaluate, lead others
- Ability to work a flexible schedule, including evenings and weekends
- Minimum 18 years of age
- High school diploma or equivalent required
- Experience supervising others preferred; experience in Visual Arts preferred

Certifications Required:

- Before start of 1st shift: New Hire Orientation Certification
- Within two weeks of hire or before 1st shift with children (whichever comes first): CPR/First Aid/AED, Camp Staff Training Orientation

Information Security and Sensitivity Conditions:

- This position requires elevated security permissions (administrative) to one or more systems which store or maintain sensitive and/or confidential information
- This position requires access to sensitive and confidential information
- All system activity performed by individuals working in this position is subject to periodic system audits
- This position may be subject to privileged information such as organization changes, staffing changes, security events or other sensitive communications and is expected to protect and keep sensitive or confidential communications and/or information private
- Failure to comply with any security and/or sensitivity related duties as defined in this section will result in disciplinary action which may include termination

While performing the duties of this job, the employee may be required to stand; walk on uneven surfaces; sit; handle or feel objects; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch, or crawl; see; talk or hear; taste or smell. S/he must be able to lift up to 50 pounds. S/he may be exposed to weather conditions prevalent at the time. S/he must be able to walk and stand in an indoor or outdoor environment for extended periods of time. The noise level is usually minimal to moderate.

This description is a summary of the functions of this position. Other duties may be assigned as needed. The YMCA of Middle Tennessee reserves the right to review and adjust this job description as business needs dictate.

Employee Signature:

Date: