

YMCA of Middle Tennessee Job Description

Hourly / Non-exempt

PAY GRADE
Starting at \$95.00 Daily Rate

TITLE: Program Assistant Staff

DEPT: Day Camp/Resident Camp/EQ

CENTER: Joe C. Davis YMCA Outdoor Center

Position Summary:

Consistent with the Christian mission and vision of the YMCA of Middle TN, and in cooperation with other YMCA staff, under the direction of the Program Director, the Program Assistant Staff will assist Camp staff in a variety of tasks required to ensure a positive camper and guest experience. Although not in direct supervision of campers, the Program Assistant Staff will prioritize the safety of all campers and staff and ensure the camp's daily programs are able to run efficiently and with the highest quality.

Essential Functions:

- Model the YMCA core values: Caring, Honesty, Respect and Responsibility
- Ensure safe and risk free environment at all times while meeting the individual needs of the participants
- Promote the Kids and Guests First philosophy of Camp
- Assist, teach, and facilitate ropes programs
- Assist in maintaining program sites
- Ensure proper use & care of for all program equipment and storage areas
- Assist with barn duties including caring for, grooming, and feeding animals
- Set up, tear down, or clean program areas
- Retrieve or deliver items necessary for program activities
- 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
- Attend staff meetings and training sessions

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 17 years of age
- Experience with Ropes, Camp, or Ranch activities preferred but not required

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; talk or hear; taste or smell. The employee must be able to lift up to 50 pounds. The employee may be exposed to weather conditions prevalent at the 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: