

YMCA of Middle Tennessee Job Description

Hourly / Non-exempt

PAY GRADE
Starting at \$120.00 Daily Rate

TITLE: Resident Camp Program 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 Resident Camp Director, the Assistant Resident Camp Coordinator is responsible for the direct supervision, control, organization, and scheduling of Resident Camp Programs and supporting services at YMCA Camp Widjiwagan areas. S/he will be responsible for following all procedures and policies, and to ensure the camp's daily program is run efficiently through detailed supervision and objective decision making.

Essential Functions:

- Model the YMCA core values: Caring, Honesty, Respect and Responsibility
- Organize, plan, schedule and coordinate Resident Camp programming during Camp Widjiwagan summer sessions
- Supervise and train counselors in procedures and camper experience
- Be alert to program safety factors and potential hazards; prevent accidents and minimize or eliminate hazardous situations; report any problems or hazards to the Resident Camp Director or Executive Director
- Guide and direct campers and staff in a variety of camp activities and oversee activity skill development
- Participate in camp family programs
- Assist in the planning, implementation and evaluation of evening activities
- Ensure proper use & care of all program equipment and storage areas
- Know, adhere to, train, and enforce all YMCA rules, policies and emergency procedures
- Maintain correspondence home to parents of campers in a timely manner
- Ensure the safety of all youth and guest at all times while meeting the individual needs of the participants in a fun environment
- Follow all rules and safety regulations as set forth by the center
- Serve as a cabin counselor
- Maintain positive relationships with YMCA staff, guest, and camp participants

Qualifications:

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

Superior supervisory skills and an enthusiastic personality with the ability to inspire and motivate staff, guests, volunteers, and participants 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 campers and to place these needs ahead of his/her own
- Ability to think in the abstract, solve problems, make decisions, instruct, evaluate, lead others
- Minimum 18 years of age; high school diploma or equivalent required
- Minimum two years Camp Leadership experience 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; 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: