

# YMCA of Middle Tennessee Job Description

## Hourly / Non-exempt

**PAY GRADE**  
**Starting at \$120.00 Daily Rate**

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**TITLE:** Ropes Coordinator (Summer Seasonal)

**DEPT:** Camp

**CENTER:** Joe C. Davis YMCA Outdoor Center

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### 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 Ropes Coordinator is responsible for maintaining communication with all Ropes staff and ensuring that the department runs smoothly and meets all goals. This person will ensure that Ropes staff have all needed supplies as well as provide leadership and direction when needed. The Ropes Coordinator will be responsible for overseeing our unique challenge course attractions: The Big Buzz Tower, Giant Swing, Double-Zip Line, Mt Widji and the Low Ropes elements.

### Essential Functions:

- Model the YMCA core values: Caring, Honesty, Respect and Responsibility
- Be an appropriate role model for all campers
- Supervise and provide direction and leadership for the program assistant staff, including scheduling and staff issues
- Manage all program sites and oversee day to day operations and activities of the Ropes Areas: The Big Buzz Tower, Giant Swing, Double-Zip Line, Mt. Widji and Low Ropes elements.
- Ensure proper use & care of all program equipment and storage areas
- 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
- Assist with the planning, implementation and evaluation of evening programs
- Ensures that each guest and client has a pleasant experience and their goals and purpose was adequately met
- Maintain a positive working relationship with other staff
- Serve as a cabin counselor
- Carry out all other task and objectives as assigned by the Resident Camp Director

### 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, volunteers, and participants to create a culture of service within our Centers

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; one year of camp experience preferred
- One year of experience with Ropes Elements required

### Certifications Required:

- Before start of 1<sup>st</sup> 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 subjected 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

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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.*

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Employee Signature:

Date: