



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA CAMP HOUGH

Job Title: **Day Camp Director**

Job Grade: 3

Reports to: Camp Director

Revision Date: February 2017

POSITION SUMMARY:

The Day Camp Director is responsible for the general day-to-day delivery and programming of the Day Camp Program at the Wyoming County YMCA. The Day Camp Director will be the main contact for the parents/guardians of day campers and will run day camp check-in/check-out. This position will maintain records, adhere to safety guidelines, and supervise camp counselors. The Day Camp Director is a part of the YMCA Camp Hough staff and is permitted to live on-site at YMCA Camp Hough if needed and arranged ahead of time with Camp Director.

ESSENTIAL FUNCTIONS:

1. Supervises a group of children and counselors.
2. Directly responsible for the health, welfare and happiness of campers.
3. Aid the camper in his/her daily activities.
4. Accompany campers to large group activities and set an example of promptness and respect in all activities, manners, and language.
5. Watch each camper carefully for deviation from good health.
6. Help build and maintain group spirit.
7. Accept and demonstrate the Y's values.
8. Work effectively with the entire staff team, regardless of backgrounds, abilities, opinions, and perceptions.
9. Provide on-site supervision and direction for staff. Report to Camp Director or Branch Associate Director promptly when difficult situations arise with campers, parents, or staff.
10. Manage implementation of the weekly program sessions, including daily schedules, planning, staffing and alternate program options, resulting in a safe and engaging program experience.
11. Adheres to program standards including safety and cleanliness standards.
12. Assist in general cleaning of facilities as they pertain to the camp programs.
13. Attends required staff meetings and trainings.
14. Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
15. Maintains all required records attendance, Department of Social Services Paperwork, parent communications, rosters, payments check-in/out, medical issues, accidents, etc.
16. Keep all relationships on a platonic basis during camp hours.
17. Assist in other duties as assigned.

GLOW YMCA CAMP HOUGH

209 E. Main St
Batavia, NY 14020

GLOW YMCA CAMP HOUGH RESIDENT CAMP COUNSELOR JOB DESCRIPTION

QUALIFICATIONS:

1. High school graduate or equivalent; minimum one year of college.
2. Previous experience working with children, preferably in a camp setting.
3. Experience preferred in one or more of the following areas: outdoor living, archery, camping, songs/music, skits, sports, aquatics, recreational games, etc...
4. At least 21 years of age
5. Previous experience with diverse populations preferred.
6. Valid Driver’s License

PHYSICAL/INTELLECTUAL DEMANDS

1. Ability to plan, lead and participate in a range of activities in a variety of outdoor/indoor settings.
2. Ability to lift 50 pounds.
3. Ability to see, hear, project voice, walk, run and move effectively is critical. Must be able to walk extensively on uneven terrains in all types of weather.
4. Ability to make independent decisions, which adhere to the purpose, mission and goals of the YMCA in a fast-paced environment.

CERTIFICATIONS

1. ASHI or American Red Cross CPR/AED for the Professional Rescuer or equivalent prior to start of Day Camp programs.
2. ASHI or American Red Cross First Aid or equivalent prior to start of Day Camp programs.
3. YMCA Child Abuse Prevention Training and New Employee Orientation within 30 days of employment in this position.
4. YMCA or American Red Cross Waterfront Lifeguarding or equivalent a plus.

This is not an exhaustive list of duties and responsibilities.

I have read and understand the responsibilities of this position.

Employee Signature

Date

Print Employee Name