



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA CAMP HOUGH

Job Title: **Resident Program Director**

Job Grade: 7

Reports to: Camp Director

Revision Date: February 2017

POSITION SUMMARY:

Under the direction of the Camp Director, the Program Director will be responsible for general day-to-day delivery of programming. The Program Director will oversee all programming outside of aquatics, and organize and produce a schedule for staff and campers. This position will also play a role in the leadership of the staff as a whole; maintaining morale, positive lines of communication, and finding teaching moments for continuous staff growth. This is a residential camp and staff are expected to live on camp property during sessions.

ESSENTIAL FUNCTIONS:

1. Supervise program areas through observations, reports, instruction and emergency training.
2. Oversee the implementation of the camp's written safety plan procedures. Including identifying and addressing any potential hazards.
3. Accompany campers to large group activities and set an example of promptness and respect in all activities, meals, manners, and language.
4. Develop and implement procedures that will help scheduling and programming run more efficiently.
5. Help build and maintain group spirit.
6. Accept and demonstrate the Y's values.
7. Work effectively with the entire staff team, regardless of backgrounds, abilities, opinions, and perceptions.
8. Report to Camp Director promptly when difficult situations arise with campers or staff.
9. Provide all necessary records, attendance data, lesson plans, and other items as required, to the Camp Director by the designated dates.
10. Review and implement the policies and procedures of all programs.
11. Ensure the safety and well-being of program participants at all times
12. Plan and implement program activities that are culturally relevant, developmentally appropriate, consistent with YMCA values, and assures that campers are the priority.
13. Adhere to program standards including safety and cleanliness standards.
14. Assist in general cleaning of camp facilities.
15. Attend and facilitate staff meetings and trainings.
16. Follow YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
17. Maintain positive relations with parents and other staff. Model relationship-building skills (including Listen First) in all interactions.
18. Observe curfew hours each night.
19. Keep all relationships on a platonic basis during camp hours.
20. Assist in other duties as assigned.

GLOW YMCA CAMP HOUGH

4163 West Lake Road
Silver Springs, NY 14550

QUALIFICATIONS:

1. High school graduate or equivalent; one year or more of college preferred.
2. Previous experience working with children preferably in a resident camp setting.
3. At least 21 years of age.
4. Have a minimum of two seasons of previous experience in summer camp, preferably in a resident camp setting.
5. Valid Driver’s License
6. Previous Experience facilitating a high ropes course and/or climbing wall.

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 conduct meetings or presentations to explain, negotiate or persuade.
3. Ability to communicate effectively and receive information accurately.
4. Ability to lift 50 pounds.
5. 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.
6. Ability to make independent decisions, which adhere to the purpose, mission and goals of the YMCA in a fast-paced environment.
7. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CERTIFICATIONS

1. ASHI or American Red Cross CPR/AED for the Professional Rescuer or equivalent prior to the start of Resident Camp.
2. ASHI or American Red Cross First Aid or equivalent prior to the start of Resident Camp.
3. YMCA Child Abuse Prevention Training and New Employee Orientation prior to the start of Resident Camp.
4. YMCA or American Red Cross 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