



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

ASSISTANT DAY CAMP DIRECTOR JOB DESCRIPTION

Job Title: Assistant Day Camp Director

FLSA Status: Seasonal, Non-exempt (May-Sept)

Job Grade: 5

Reports to: Program Director

Revision Date: 3/29/22

Salary Ranges: \$13.00 - \$15.00/Hour

POSITION SUMMARY:

In accordance with the goals and objectives of the Northfield Area Family YMCA, the Assistant Day Camp Director is responsible for assisting in the safe operation and instruction of all day camp activities. The successful Assistant Day Camp Director will be an enthusiastic person who wants to spend the summer working in an outdoor camp setting while supervising children and staff. He/she must be an advocate for the Y four core values of Caring, Honesty, Respect and Responsibility. The Assistant Day Camp Director will also provide proper planning, execution and evaluation of the day-to-day programmatic and logistical operations of the summer day camp programs for the Northfield Area Family YMCA.

ESSENTIAL FUNCTIONS:

1. Ability to lead in Director's absence.
 - a. Supervise up to 35 camp staff in a variety of day camp locations throughout Northfield to ensure program needs are being reached.
 - b. Able to handle any type of conflict that may arise between counselors, campers or parents/guardians.
 - c. Maintain accurate and detailed records, including participant attendance, supply lists, expense reports, conflict documentation, etc.
2. Assist in the daily functions of day camp operations.
 - a. Actively able to participate in all program areas as needed, including set ups, carrying equipment, tear downs, check in/out, cleaning, and more.
 - b. Assist with planning and purchasing of supplies
 - c. Actively participate in hands-on hours in a day camp counselor capacity.
 - d. Staff schedule development.
3. Develop and implement program activities for campers within the mission and outcomes of the Y.
 - a. Responsible for providing day camp staff with the resources they need to ensure the quality of the program.
 - b. Assure counselor-to-camper ratios are kept.
 - c. Use resources within program budget.
4. Be a role model to campers and staff in your attitude and behavior.
 - a. Co-facilitate with Director weekly meetings with camp staff to discuss any issues, see how they are doing, and if the staff need anything.
 - b. Assist Director with pre-camp training and post-camp wrap up.
 - c. Build personal and meaningful relationships with participants, volunteers, parents and others.
5. Maintain health and safety standards in all activities for campers and staff.
 - a. Ensure compliance of all safety guidelines and procedures by staff and participants.
 - b. Ensure all health emergency records are on file and up to date for participants.
 - c. Secure and distribute camper medicine when necessary.

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- d. Have complete knowledge of all emergency procedures and be able to respond to emergency situations.
6. Ability to work as a team player and leader.
 - a. Establishes and implements methods of staff motivation during the summer months.
 7. Represent the Northfield Area Family YMCA when interacting with parents and community members.
 - a. Provide parents appropriate feedback and information as needed for their campers to have a successful camp experience.
 - b. Follow all safety and security guidelines when visiting places outside the Y, ensure campers are presenting a positive image of the camp and Northfield Y.
 - c. Assist with internal and external communications

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience.

Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. Ability to work June 13 to Sept 2 (vacation days should be approved prior to employment)
2. Current Adult/Child/Infant First Aid/CPR/AED certification, Child Abuse Prevention certification, and Bloodborne Pathogen certification by first day of camp (available during training)
3. Two seasons of previous camp experience or equivalent (leadership experience preferred)
4. Ability to interact with all age levels
5. Ability to work with a diverse community
6. Excellent organization, communication, customer service, and administration skills
7. Must be self-directed, motivated and creative

PHYSICAL DEMANDS

1. Perform all physical aspects of the position which include working with youth to include interacting with children at floor level, physical education activities such as running, jumping, etc.
2. Must have ability to be outside for extended periods of time, exposed to heat, wind, and rain.
3. Must be able to walk for extended periods of time, remain actively aware of the surroundings and safety during all activities.
4. Must be able to lift 50lbs.

EEO STATEMENT

The Y: We're for youth development, healthy living, and social responsibility.

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The Northfield Area Family YMCA provides equal employment opportunities (EEO) to all employees and applicants for employment without regards to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Y complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absences, compensation, and training.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____