



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

SUMMER DAY CAMP LEAD JOB DESCRIPTION – NORTHFIELD AREA FAMILY YMCA

Job Title: Summer Day Camp Lead

Job Grade: 3

FLSA Status: Seasonal, Non-exempt

Revision Date: 5/10/22

Reports to: Youth Development Director

Salary Range: \$12.00-13.00/Hour

POSITION SUMMARY:

In accordance with the goals and objectives of the Northfield Area Family YMCA, Summer Day Camp Leads are responsible for planning, creating, and leading curriculum development and day-to-day activities for age-specific day camps. A successful Summer Day Camp Lead will be an enthusiastic person who wants to spend the summer working in an outdoor camp setting with children. They must be an advocate for the Y Core Values of Caring, Honesty, Responsibility, and Respect.

ESSENTIAL FUNCTIONS:

1. Plan, develop, implement, and lead engaging curriculum and program activities for campers within the mission and outcomes of the Y
2. Participate in all program areas as needed, including set ups, carrying equipment, tear downs, check in/out, and cleaning.
3. Provide Summer Day Camp staff with the resources they need to ensure quality programming
4. Maintain all safety & cleanliness guidelines and procedures at the highest level
5. Assist in maintaining accurate program records including incident reports and camper documentation
6. Build personal and meaningful relationships with participants, volunteers, parents and others and fulfill the Y's mission
7. Actively supervises groups of children and maintains appropriate child to staff ratios
8. Assist Director(s) with pre-camp training, camp set-up, and post-camp wrap-up
9. Be a strong role model for participants and peers
10. Follows all YMCA policies, rules, regulations, and procedure including emergency and safety procedures.
11. Secure and distribute camper medicine when necessary
12. Promote Y membership and participation in Northfield Area Family YMCA programs, services and events

Northfield Area Family YMCA
1501 Honeylocust Drive
Northfield, MN 55057
507-645-0088

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. High School graduate and 19+ years old
2. Ability to work May 23 to Sept 2 (vacation days should be approved prior to employment)
3. Ability to participate in trainings prior to May 23
4. 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)
5. Previous experience or education in working with children
6. Previous YMCA Summer Day Camp experience preferred
7. Ability to work with a diverse community
8. Excellent organization, communication, customer service, and administration skills

PHYSICAL DEMANDS:

1. Abilities to interact with children at floor level and participate in physical education activities such as running, jumping, etc
2. Must have the ability to be outside for extended periods of time and operate with daily exposure to various animals, plants, and environmental conditions including heat, wind, rain, etc.
3. Must be able to walk for extended periods of time, remain actively aware of the surroundings and safety during all activities.
4. Ability to communicate and work with participating groups (age and skill levels)
5. Visual and auditory ability to identify and respond to environmental and other hazards of the site and facilities and camper and staff behavior

6. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
7. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers
8. Must be able to lift 50lbs.

EEO STATEMENT:

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 the employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____