

**ASHLAND FAMILY YMCA
YMCA Camp DeBoer**

Title: Program Coordinator

Supervisor: Camp Operations Director

Dates: Seasonal, July 5th – August 13th

Compensation: \$500-550/week (includes working some weekend programs)

Housing (in staff cabins) and meals are provided during camp sessions

POSITION SUMMARY:

The Program Coordinator provides leadership for the entire summer camp program as well as manage all the camp programs not pertaining to the waterfront. Responsibilities include coaching and supervising staff, working with campers, managing the day to day operations of camp, and assisting in problem solving as unique and challenging situations arise. Program Coordinators are supervised by the Camp Operations Director and perform other duties as assigned.

Alongside overseeing camp programs and staff, the Program Coordinator will also work closely with the Camp Operations Director to assist with developing and managing daily schedules, camper rosters, and other administrative duties.

ESSENTIAL FUNCTIONS:

- Promote a positive environment that fosters safety, fun, and our YMCA values, whilst uphold, model, and enforce camp policies and code of conduct.
- Connect with each camper quickly, and make campers feel welcome and included. Treat every camper fairly and equally regardless of circumstances and abilities, making each feel good about themselves and encouraging a fun environment.
- Supervise staff which will include: coaching, teaching, modeling, reinforcing, assisting with difficult situations and correcting behavior. Also, establishing, communicating and positively reinforcing performance standards for staff; including mid-summer and end of summer evaluations.
- Make a conscious effort to get to know staff as individuals: interests, working style, strengths, areas for improvement, putting a conscious effort into ensuring that it is an impactful, enjoyable summer for staff too.
- Help facilitate daily programming and activities. Add creativity and variety to the camp program with the help of the camp operations director and camp staff.
- Be a part of weekend programs and work various weekend events as assigned.
- Treat weekend programs with same mentality and standard as normal camp sessions.
- Assist in the management and care of the physical facilities and equipment in all program areas.
- Oversee daily checks of area and equipment for safety, cleanliness, and good repair.
- Supervise and evaluate program areas and staff to develop and implement all facets of camp program activities.
- Provide feedback and guidance to camp staff.
- Provide recommendations and concerns to Camp Operations Director regarding camp staff performance.
- Develop and implement schedules and records for all areas of camp program and facilities.

- Create camper and group program and activity schedules.
- Develop and supervise staff schedule for programs and activities.
- Work hands on in a variety of program areas.

JOB REQUIREMENTS:

- Two summers previous camp staff experience or equivalent preferred.
- Experience in the development and delivery of summer camp programs and activities.
- Specialized and practical knowledge of/ experience in: cabin leadership, child behavior, peer leadership and supervision, staff management & motivation.
- Integrity, patience, adaptability, sense of humor, enthusiasm, and a commitment to serve youth.
- Ability to train, motivate, support, share insights & ideas with, and supervise resident camp staff; communicate openly with supervisor; organize, facilitate, and evaluate camp, unit, and other activities; support and connect with campers; perform duties as specified in job description and by supervisor; behave as an appropriate positive role model in all camp activities.
- Current CPR, First Aid, AED certifications for duration of the season required. Online trainings and Child Abuse prevention training within 30 days of hire date.
- **Lifeguard certification strongly preferred.** Ability to get certified after hire if interested.
- **Must successfully pass a background check.**

PHYSICAL DEMANDS:

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.

- Regularly required to talk or hear. The employee is frequently required to stand; walk; use hands; and reach with hands and arms.
- Occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl.
- Must frequently lift or move up to 50 pounds and occasionally lift or move a higher amount.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Must participate in programming outdoors.

Signature: _____ Date: _____

The statements of this job description are intended to describe the general nature and level of work being performed by people hired for this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.