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**Job Title: YMCA Camp DeBoer – Logistics Program Leader**

**Department: Overnight Camp**

**Reports To: Camp Program Director**

**Salary: \$850-\$975/Week**

### **POSTION SUMMARY**

If you enjoy making systems work smoothly, connecting with kids, supporting awesome staff so that they can do their best work, and tie-dying socks, this might just be the gig for you! For our brand new Logistics Wizard role we are looking for a magical mix of organizational know-how and love of camp fun.

As part of the leadership team, the Logistics Program Leader supports the camp experience in three major ways. They

- 1) Monitor, organize and communicate systems for camp such as registration & health information, cabin assignments, camper mail, and special camper needs.
- 2) Organize and facilitate camp store systems including scheduling cabin store times, inventorying store merchandise, tracking camper store credit, staffing the store daily when open to campers.
- 3) AS ASSIGNED: Support and mentor cabin counselors by modeling positive and professional conduct and providing direct skill coaching in the areas of youth management OR support camp programming by helping to facilitate program such as campfire or variety show. This portion of staff time for this role will depend on experience and strengths.

### **ESSENTIAL FUNCTIONS**

- Promote a positive environment that fosters fun, safety and our YMCA Camp DeBoer values and character traits whilst uphold, model, and enforce camp policies and code of conduct.
  - Model camp core values and character traits of caring, honesty, responsibility, respect, growth, courage, and optimism, and facilitate intentional and embedded practice of those core values and character traits for campers.
  - 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.
  - Create and maintain systems for monitoring, organizing and communicating registration information including numbers of campers, specialized needs, contact information, etc.
  - Participate in Sunday camp check-ins and Friday camp check-outs as assigned.
  - Create camper cabin assignments based on ages and cabin requests.
  - Manage the camp store including: maintaining store inventory, facilitating cabin store team daily, staffing the store during camper check-in to manage camp store credit and mail drop off, track camper store credit.
  - Support general camp programming as needed; examples: create variety show line up, deliver snack for all-camp game, substitute for another staff role, participate in Thursday night closing ceremonies.
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- Support staff in alignment with leadership team training and approach; provide coaching of skills as requested, model excellent staff behavior and attitude, reinforce camp expectations, assist with difficult situations and correct camper and staff behavior that does not meet our camp community expectations/agreements.
  - As part of the leadership team, establish, communicate and positively reinforce performance standards for staff; contribute to mid-summer and end of summer evaluations.
  - 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.
  - Assume On-Duty responsibilities as assigned or as needed including but not limited to, facilitating meal times, Line ups, make or distribute snack, lock/unlock facilities and other responsibilities as assigned by camp program director.
  - Provide staff supervision during one assigned weekend over the course of the summer season.
  - Help create and facilitate staff training sessions during staff training week as needed.
  - Communicate with camp program director and other members of the leadership team to ensure that feedback from campers and staff is shared and addressed in a timely manner.

#### QUALIFICATIONS

- Two summers previous camp staff experience or equivalent preferred.
- Specialized and practical knowledge of/ experience in: child behavior, peer leadership and supervision; staff management & motivation.
- Demonstrated knowledge and skill in creating organizational systems and using organizational tools such as excel and data bases.
- Attention to detail; ability to focus on and effectively execute several different work flows at once.
- Ability to communicate clearly, patiently, and calmly with all people regardless of the demeanor of others. Must be able to communicate in English clearly verbally and in writing. Conversational communication skills in Spanish and ASL are beneficial.
- 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.
- Shows initiative in recognizing and meeting the needs of the community.
- Current CPR, First Aid, AED certifications for duration of the season required. Online trainings and Child Abuse prevention training provided by Ashland Family YMCA within 30 days of hire date.
- **Lifeguard certification preferred.** This training/certification may be available through the Ashland Family YMCA at no cost to a contracted employee.
- **Must successfully pass a background check.**

#### WORK ENVIRONMENT & PHYSICAL DEMANDS

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FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

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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 in a variety of settings including those with high ambient noise. 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, which may include moderate smoke conditions for limited periods of time.
- May be required sleep and eat in group settings as part of supervision duties.

**Employee Signature:**

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**Employer Representative:**

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**Date:**

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The statements of this job description are intended to describe the general nature and the 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 for this position.

**Prepared By: YMCA Camp DeBoer Camp Program Director**

**Prepared Date: 2/10/2025**

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