

Ridgewood YMCA Camp Bernie Branch

Title: Assistant Group Coordinator

Reports to: Group Coordinator

Salary: \$35,568.00

General Function: The Assistant Group Coordinator furthers the mission of YMCA Camp Bernie through relationship building, exemplary customer service and the delivery of a well-trained staff. This includes recruiting, hiring, training, and supervising Outdoor Education staff, and assisting the Group Coordinator with planning and implementing Outdoor Education, Summer, and Weekend Group programs.

Qualifications:

- Bachelor's Degree preferred
- Experience working with children and adults
- Prior experience in managing and supervising staff
- Prior experience in Outdoor Education setting preferred
- Lifeguard certification, or willingness to obtain
- Comfortable working at heights of 35-40 feet
- Comfortable working with small animals

Responsibilities:

- Assist in the preparation and delivery of all Outdoor Education, Summer, and Weekend Group programs.
- Supervise and evaluate all Program Staff.
- Recruit and Hire seasonal and part-time staff.
- Create staff schedules.
- Work with the Group Coordinator to plan, implement, and evaluate training of Program Staff.
- Act as point person for group hosts, and host groups as needed.
- Develop and maintain systems and running documents to provide helpful and necessary information to staff.
- Be on-call on rotation with emergency cell phone and respond to group needs.
- Assist in evaluating curriculum, developing new programs, and modifying existing lessons.
- Performs daily, weekly, and monthly maintenance of nature lodge including but not limited to care of snakes, turtles, bearded dragons, rabbits, mice, guinea pigs, etc.
- Assist Group Coordinator in processing evaluations and other feedback.
- Assist in planning, preparing, and facilitating Open Houses, and conduct tours for prospective schools, parents, students, and campers.

- Maintain familiarity with customers, programs, and field operations, and teach activities when needed.
- Work with Group Coordinator in whatever other projects or assignments are delegated for the betterment of the branch, and personal growth.
- Fulfill a leadership/administrative role in summer camp programming, including staff training, leadership and management, operation of camp vehicles for trips, pick-ups and drop-offs.
- At all times, act as a positive role model in attitude and action for all YMCA Camp Bernie staff & guests.

Work Environment and Physical Demands:

- Must be able to exchange accurate information while communicating with staff and participants
- Must be able to ascend/descend stairs and hills
- Lifting up to 50 pounds
- Standing and walking for long periods of time
- Repetitive stooping and bending
- Ability to live in a camp setting and work irregular hours
- An appreciation of the outdoors and human diversity is a must, as is having enthusiasm for educating children, adults, and fellow staff members.

Other Compensation:

Health (Medical & Dental) insurance benefits

YMCA Camp Bernie is a branch of the Ridgewood YMCA and an equal opportunity employer

Room and Board provided:

Yes

How to Apply:

Submit resumes to Swright@campbernieymca.org