



## **YMCA Camp Bernie**

### **Summer Camp Job Description**

**Job Title:** Day Camp Coordinator

**Reports To:** Senior Program Director

**Position Purpose:** The Day Camp Coordinator furthers the mission of YMCA Camp Bernie through the planning and delivery of program activities and events. Design and deliver program activities that are safe, fun, and appropriate to the campers' age and abilities. Assist in the management of the overall camp operation under the supervision of the Senior Program Director.

#### **Essential Job Functions:**

- 1:** Deliver a safe and fun camp program for campers.
  - a. Work with Program Coordinator to develop a program schedule that will work for both Overnight and Day Camp campers.
  - b. Plan and implement weekly themed All-Camp Day events.
  - c. Monitor camp program areas and report concerns to the Program Coordinator.
  - d. Ensure proper monitoring of bus routes and behavior on the bus.
  - e. Assign campers and counselors to appropriate age groups based on ACA recommended ratios.
- 2:** Develop and implement schedules and records for all areas of camp program and facilities.
  - a. Create camper and group program and activity schedules.
  - b. Develop and supervise staff schedules for programs and activities.
  - c. Provide records of attendance, group assignments, and activity schedules to the Senior Program Director on a weekly basis.
  - d. Collect and evaluate records; report and evaluate camp program and activity areas.
- 3:** Train, supervise and evaluate Counselors to develop and implement all facets of camp program and activities.
  - a. Take the lead in training Day Camp counselors in policies, procedures, skills, customs and traditions.
  - b. Regularly observe and monitor work of counselors.
  - c. Provide feedback and guidance to counselors.
  - d. Conduct mid-summer and end-of-summer evaluations for counselors.
  - e. Notify Senior Program Director of any recommendations and/or concerns regarding the job performance of counselors.
- 4:** Ensure that camp staff and campers know and follow safety procedures during camp programming.
  - a. Provide safety guidelines for all activities.

- b. Provide safety and procedure guidelines for the use of all camp equipment.
- c. Be prepared to assist during emergency drills and in the event of an actual emergency.
- d. Ensure that counselors are maintaining the cleanliness of the facilities.

**5:** Liaise with camper parents to ensure functional communication and good customer service.

- a. Provide weekly newsletters for distribution to parents.
- b. Keep parents informed of themes, trips and special events.
- c. Directly address behavior issues and concerns with parents and properly implement the discipline policy.

**Other Job Duties:**

- a. Work collaboratively as a member of the Leadership Team.
- b. Conduct regular leadership staff meetings. Maintain open communication with Senior Program Director, Day Camp Unit Leaders and administrative team members.
- c. Maintain clear, productive and professional written and verbal communications with staff members.
- d. Participate enthusiastically as a member of the staff team, providing support and guidance to other staff members.
- e. Attend meetings as requested by Senior Program Director and/or Executive Director.
- f. Any and all other added responsibilities as requested by Senior Program Director and/or Executive Director.

**Qualifications:**

- a. Must be at least 21 years of age.
- b. Must have previous 2 years of leadership experience at minimum, preferable in a camp environment, and must demonstrate superior leadership abilities.
- c. Must maintain a high level of quality and mature decision-making skills.

**Physical Aspects of the Job:**

- a. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- b. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in the event of an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

**Compensation:**

- a. Hourly pay rate of \$18.00
- b. Meals provided by camp during working hours.