



YMCA Camp Berine Program Coordinator

JOB TITLE: Program Coordinator

LOCATION: Port Murray, NJ

REPORTS TO: Groups & Retreats Coordinator

DURATION: Fall-spring (summer options available)

SALARY: \$19-\$20 per hour, Part Time (Non-Exempt)

OUR CULTURE:

At the Ridgewood Y, our mission and core values come to life through our culture. Guided by our four pillars—caring, honesty, respect, and responsibility—we live our cause of strengthening communities with purpose and intentionality every day. As a nonprofit charitable organization, we have been committed to serving youth, adults, and families across Northern New Jersey and the Camp Bernie area since 1902, as part of the worldwide YMCA movement. Through programs focused on youth development, healthy living, and social responsibility, we create meaningful connections that build spirit, mind, and body for all. Our team is dependable, hardworking, and always ready to roll up our sleeves to get the job done. We believe in the power of diversity, collaboration, and showing up for one another—because together, we are stronger. If you're looking to make a difference and be part of a mission-driven team, the Ridgewood Y is the place for you! The Ridgewood YMCA is an equal opportunity employer. We believe our strength lies in our diversity and are committed to being an inclusive organization. We welcome applicants from any and all walks of life.

BENEFITS:

- Benefits: On-site housing - 1 br/1ba private apartment with shared kitchen. On-site residency is required during the Spring and Fall seasons.
- Flexible work schedule
- Retirement Savings & 403(b) Smart Account after eligibility requirements are met

POSITION SUMMARY:

The Program Coordinator plays a key role in delivering the mission of YMCA Camp Bernie by developing and leading safe, engaging, age and accessibility-appropriate outdoor programming for schools, youth groups, retreats, and families. This position focuses on specialized camp activities such as ropes and challenge courses, target sports, and aquatics, all designed to promote confidence, teamwork, and personal growth through hands-on experiences in nature. Serving as the second-in-command for the Groups & Retreats Department during the spring, fall, and winter seasons, the Program Coordinator also supports staff supervision and program planning. Additional work is also available during the summer camp season. This is an ideal opportunity for someone who is passionate about outdoor education, leadership, and working with people in a mission-driven, adventure-filled environment.

JOB FUNCTION:

- Performs daily, weekly, and monthly maintenance inspection tasks of all program areas and documents accurately.
- Inventories and stores equipment properly, reports and repairs/retires any damaged equipment, ensures equipment is working properly, and makes necessary purchases of new equipment.
- Ensures that assigned staff are conducting regular safety checks of program equipment, keeping adequate logs, and that program areas are cleaned daily and cleared of any hazards or debris.

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- In partnership with Groups & Retreats, facilitates the successful training of all high ropes elements and other program areas to ensure continued confidence and competence of staff in these areas.
- Regularly observe, assess the skills, and monitor the work of program instructors and counselors, and report observations to the Groups & Retreats Director.
- With direction from Groups & Retreats, ensures an excellent experience for our rental groups and the Groups & Retreats staff.
- Works directly with groups for on-site programs by facilitating program activities and hosting groups as needed.
- Coordinates the preparation of programs, set-ups, and break-down of areas for daily usage.
- Assists in running meals and leading evening programs as needed.
- Acts as a direct supervisor for program specialist staff.
- Designs and develops new programs as well as maintains program areas and equipment.
- At all times, acts as a role model in attitude and action for all YMCA Camp Bernie staff and guests.
- All other duties as assigned.

QUALIFICATIONS:

- Must be at least 21 years of age.
- Must have a minimum of 2 years of leadership experience.
- Must have experience working with children.
- CPR/AED/First Aid certification, or willingness to obtain.
- ACCT level 1 or CCM preferred
- Prior experience in outdoor education setting preferred i.e., overnight camp, nature center, challenge course

PHYSICAL ASPECTS OF THE JOB:

- Climbing utility poles and trees using staples and lobster claws
- Operating in comfort at heights over 40 feet
- Lifting up to 50 pounds
- Standing and walking for long periods at a time
- Living in a camp setting and working irregular hours

Note: Some physical requirements of this position could be endurance including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs; willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc. dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing.



RIDGEWOOD YMCA

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SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____

Last Revision Date: July 2025