



## YMCA Camp Bernie Summer Camp Job Description

**Job Title:** Summer Camp Program Coordinator

**Reports To:** Senior Program Director

**Position Purpose:** The Program 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, ACA compliant, and appropriate to the campers' age and abilities. Assist in the management of the overall camp operation under the supervision of the Summer Camp Coordinator.

### **Essential Job Functions:**

**1:** Deliver a fun camp program for campers.

- a. Ensure program instructors are following lesson plans and outcome driven curricula in their specific program areas.
- b. Deliver progressive program activities.
- c. Evaluate the success of the program and the development of the campers' abilities and skills in various program activities.
- d. Coordinate all camp programming, and work collaboratively with other administrative staff.

**2:** Ensure that camp staff and campers know and follow safety procedures during camp programming.

- a. Develop and lead staff training sessions for program staff.
- b. Provide guidelines, as outlined by the ACA, for programs utilizing camp equipment.
- c. Be prepared to assist in emergency drills and in the event of an actual emergency.
- d. Ensure that program instructors 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.
- e. Oversee community lessons and coordinate with instructors and Administrative staff regarding cancellations and make-up lessons.

**3:** Supervise and evaluate program instructors and counselors to develop and implement all facets of camp program activities.

- a. Regularly observe, assess the skills and monitor work of program instructors and counselors, and report observations to Senior Program Director.
- b. Provide feedback and guidance to program instructors and counselors.
- c. Notify Senior Program Director of any recommendations and/or concerns regarding the job performance of program Instructors and counselors.

- 4:** Develop and implement schedules for all areas of camp programs and facilities.
- a. Create camper and group program and activity schedules.
  - b. Develop and supervise staff schedule for programs and activities.
  - c. Communicate schedules and schedule changes to program instructors promptly.

**Other Job Duties:**

- a. Work collaboratively as a member of the Leadership Team.
- b. Attend leadership staff meetings as required. Maintain open communication with Senior Program Director, Day Camp Director, Summer Camp Coordinator and fellow leadership 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 those staff members in charge.
- e. Attend meetings as requested by Senior Program Director and/or Executive Director.
- f. If Summer Camp Coordinator is off camp or unavailable for any reason, fill-in as requested.
- g. 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 camp leadership experience at minimum, and must demonstrate superior leadership abilities.

**Compensation:**

This position is paid a daily rate of \$60. On-site room and board will be provided.

**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.

**Note:**

*Some physical requirements of a program position could be endurance including standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate program equipment and program activities. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs. Willingness to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to the sun and heat and varying weather conditions.*