



YMCA Camp Bernie

Position: Programs Coordinator

Status: Full-Time

General Function: 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 participants' ages and abilities. This position holds strong focus on camp's specialized and skilled activities, including but not limited to ropes, challenge, target sports, and/or aquatics. The Program Coordinator will report to the In-Season Program Director. They will serve as second in command for Groups & Retreats during Spring and Fall, as well as either the Day Camp or Overnight Camp Coordinator for the Summer Season. The Program Coordinator will also supervise any Program Specialists hired for those seasons.

Compensation & Benefits

- Reports to: In-Season Program Director (Summer Camps and Groups & Retreats)
- Duration: Year-Round
- Hours: Full-time, Non-Exempt (Hourly)
- Salary: \$18-\$19.25/hour
- On-Site Housing Included

Essential Functions

- Performs daily, weekly, and monthly maintenance inspection duties 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 program instructors and camp program 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.
- In partnership with Groups & Retreats, leads trainings on all high rope's elements and other program areas to ensure continued confidence and competence of staff in these areas.
- Regularly observe, assess the skills, and monitor work of program instructors and counselors, and report observations to the In-Season Program Director.
- Oversee daily operations of either Day or Overnight Camp as the Coordinator for that camp.
- With direction from Groups & Retreats, ensures excellent experience for our rental groups and Groups & Retreats staff.
- Works directly with groups for on-site programs by facilitating program activities and hosting groups as needed.
- Coordinates preparation of programs, set-ups and break down of areas for daily usage.

- Assists in running meals and leading evening programs as needed.
- Develops and implements activity schedules including Free Choice and staffing schedules for all areas of summer camp programs and facilities.
- Acts as a direct supervisor for program specialist staff.
- Ensures the quality of the summer programs with observations and evaluations
- Has knowledge of ACA Standards and provide guidelines to staff for utilizing camp equipment.
- 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.

Other Job Duties:

- Maintain open communication and work collaboratively with Senior Program Director, Day Camp Director, Summer Camp Director, Group Coordinators, and fellow leadership team members.
- Maintains clear, productive, and professional communications with staff.
- Participates enthusiastically as a member of the staff team, providing support and guidance to those staff members in charge.
- Assists in emergency drills and in the event of an actual emergency
- Assists in evaluating program feedback

Qualifications:

- Must be at least 21 years of age.
- Must have a minimum of 2 years of camp leadership experience.
- Must demonstrate superior leadership abilities.
- Must have experience working with children.
- CPR/AED/First Aid certification, or willingness to obtain.

Preferred Qualifications:

- Bachelor's Degree preferred
- ACCT level 2 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*