

YMCA Camp Bernie
Outdoor Education & Weekend Retreats
Job Description



Job Title: Program Instructor (Seasonal)

Reports To: Group Coordinator and Staff Supervisor

Seasons:

Spring - Mid-April through Mid-June

Fall - end of August through beginning of December

Compensation:

\$450 per week, 35+ hours

On-site housing, if needed

Meals when meals are served to guests

Position Purpose: Program Instructors further the mission of YMCA Camp Bernie through the development and delivery of Outdoor Education and recreational activities that are safe, fun, and appropriate to the participants' ages and abilities.

Essential Job Functions:

1: Instruct classes of 12-18 participants in activities such as teambuilding, climbing, boating, archery, hiking, nature, crafts, and more in accordance with established lesson plans.

- a. Know and enforce all safety protocols.
- b. Engage participants in subject matter and give hands-on learning opportunities.
- c. Use positive techniques and re-direction to guide participants through all activities.
- d. Help young people develop social and interpersonal skills through programming that also promotes the core values of caring, honesty, respect, and responsibility.

2: Assist in the management and care of the physical facilities and equipment.

- a. Conduct a daily check of program areas and equipment for safety, cleanliness, and good repair.
- b. Clean program areas daily, keeping it free of hazards and debris.
- c. Ensure the security of the program equipment when not in use.
- d. Communicate any and all concerns to Staff Supervisor and/or Group Coordinator.

- e. Oversee and ensure all necessary written documentation for use, care and maintenance of program equipment as mandated by the American Camp Association.

3: Provide excellent customer service to all on-site guests.

- a. Respond promptly and appropriately in cooperation with Group Hosts to address any reported or anticipated issues.
- b. Develop and maintain friendly relationships with all on-site guests.

Other Job Duties:

- a. Contribute to verbal and written evaluations and communications as requested.
- b. Participate enthusiastically in activities and be an engaged member of the camp community.
- c. Participate as a member of the staff team to deliver special events, open houses, tours, and other camp functions.
- d. Any and all other added responsibilities as requested by Administrative Staff.

Qualifications:

- a. Must be at least 18 years of age.
- b. Bachelor's degree in related field, or in-progress education, preferred.
- c. Prior work, volunteer, or educational experience in environmental studies, education, camping or recreation a plus.
- d. Must love the outdoors; enjoy working with children and adults; and have a strong appreciation for, and understanding of, our natural environment
- e. Current certifications in CPR, First Aid, and American Red Cross Lifeguarding preferred.
- f. Must have the ability to lead activities, be a group leader and team player, and be flexible.

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 an adventure challenge position could be endurance including climbing, standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs. 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 environmental conditions.