



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA of Northern Utah - Summer Operations Manager

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Operations Manager oversees the logistical operations of a Summer Day Camp located in Taylorsville, Utah in coordination with the camp manager. S/he will be responsible for camp logistics and will provide operations support to school year planning as needed. This position requires 0-5 hrs/month for the remainder of the school year; full time over the summer.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

1. Support the Summer Camp Manager in managing all summer camp logistics including maintenance of licensing standards, transportation, daily schedules, etc.
2. Set and maintain staffing schedule in line with target ratios; work as an in-ratio staff if need arises.
3. Manage camp supply inventory including procurement and distribution, anticipating needs and managing budget accordingly.
4. Manage all aspects of summer food program, including purchasing for snack and coordinating with meal vendor, submitting accurate timely paperwork and anticipating inventory needs.
5. Coordinate attendance and participation records.
6. Collect weekly participant and family feedback, share analysis data with staff and together develop continuous improvement priorities.
7. Arrange weekly field trips and swimming trips, including transportation, price negotiation, partner relations, safety plan.
8. Ensure the safety of participants including tracking participant medical needs.
9. Promote the camp cultures of belonging, relationship, and achievement.
10. Open and/or close camp each day, overseeing the check in/check out process and serving as site supervisor at all times camp manager is not on duty.
11. Set and maintain staffing schedule in line with target ratios; work as an in-ratio staff if need arises.
12. Assist in facilitating and planning Summer Day Camp staff training week.
13. In addition to the above duties, the Summer Operations Coordinator will support the Out of School Time Department in operational planning for the 2018-19 school year. Duties as assigned by OST Assistant Director may include supply inventory, school year staff recruitment, school year evaluation scheduling and other duties as assigned.

***This is not an exhaustive list of job duties. Other duties, responsibilities and activities may change or be assigned at any time based on program needs.*



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LEADERSHIP COMPETENCIES:

- Program/Project Management
- Developing Self & Others
- Emotional Maturity
- Critical Thinking & Decision Making

QUALIFICATIONS:

- 21 years of age or older
- High school graduate or equivalent
- Two or more years of youth development experience
- Supervisory experience strongly preferred.
- Current Department of Child Care Licensing approved CPR/First Aid (must include infant/child certification). Must be obtained before first day of camp.
- Food Handlers Permit. Must be obtained before first day of camp.
- Department of Child Care Licensing fingerprinting and background check. Must be obtained before first day of camp.
- Proven track record of developing authentic and deepened relationships with others
- Experience with diverse populations, including speaking any language in addition to English, preferred
- Highly proficient in Google Platform

WORK ENVIRONMENT & PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.
- Must be able to lift and/or assist children up to 50 pounds in weight.

EQUAL EMPLOYMENT OPPORTUNITY

The YMCA of Northern Utah provides equal employment opportunities (EEO) to all employees and applicants. Applications for employment will be considered without regard to race, color, religion, sex, national origin, age or disability.

TO APPLY

Please send a current resume and cover letter to:

Sarah Ivory
Sarah.ivory@ymcautah.org