



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## YMCA of Northern Utah Camp Coordinator

Job Title: **Camp Coordinator**

Application Open Date: 1/29/2018

FLSA Status: Non-Exempt, Seasonal

Job Grade: 4

Reports to: Program Manager

Wage: \$13.15+/hour depending on experience

Leadership Level: Team Leader

Primary Function: Youth Development

### **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 Camp Coordinator oversees the operations of a Summer Day Camp located in Weber or Davis County. As the face of the assigned camp, the Camp Coordinator will connect with parents/guardians, create a welcoming environment for youth, and develop high-quality staff. This position ensures the success of the camp as defined by the Director of Day Camps.

### **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. Ensure the safety of participants.
2. Promote the camp cultures of belonging, relationship, and achievement.
3. Develop and support the staff of the camp. Provide consistent coaching and feedback.
4. Follow the camp schedule as assigned by the Director of Day Camp. Manage day-to-day staffing schedules including lunch breaks and shift coverages.
5. Work as an in-ratio staff if the need arises.
6. Attend and lead all field trips. Confirm transportation and admissions in advance.
7. Track supplies inventory. Anticipate needs and provide a list of materials to the Program Manager.
8. Actively encourage the retention and re-enrollment of all participants.
9. Assist in facilitating and planning Summer Day Camp staff training week.
10. Plan and facilitate special camp events, such as Crazy Camp, Closing Ceremonies, or similar. Planning occurs before the first day of Summer Day Camp.
11. Be the first point of contact for all parents/guardians of enrolled youth. Effectively communicate events, youth behaviors, and camp policies.

*\*\*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.*

### **LEADERSHIP COMPETENCIES:**

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

Revision Date: 1/26/18



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#### **QUALIFICATIONS:**

- 21 years of age or older
- High school graduate or equivalent
- Completed at least 24 college credits
- Three or more years of youth development experience
- Two or more years of supervisory experience
- 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:

Anthony Lambert  
alambert@ymcautah.org  
893 E 24<sup>th</sup> Street Suite 200, Ogden UT 84401  
801.839.3386

Applications accepted through 2/9/2018.