

Day Camp Coordinator Job Posting

Put your creativity, fun personality, and management skills to use in the best job of your life! Get tangible experience supervising staff, managing programming, and organizing office work. YMCA Day Camps in Park City and Heber City are looking for coordinators with an ability to build a cohesive team and provide activities centered on the YMCA values of caring, honesty, respect and responsibility with the goal of having FUN.

Day Camp Coordinators have the significant responsibility of developing a positive, welcoming and nurturing atmosphere for a group of children from ages 6-14, providing supervision to ensure they are safe, secure, having fun and fitting in to the camp program, interacting with parents in a professional manner, ensuring staff are thriving in their role, and reporting consistently to the day camp manager. The general responsibilities include but are not limited to:

- Oversee and assist in building and implementing the weekly activity schedule for youth ages 6-14 that attend YMCA program.
- Ensure activities are aimed at increasing camper's academic, social, physical, emotional and spiritual wellbeing.
- Assess program needs and ensure program meets or exceeds all quality and financial measures.
- Ensure the safety and well-being of all campers and staff.
- Provide a positive role model for campers and staff.
- Recruit and assist with registration of campers to meet enrollment goals.
- Build relationships with community partners and volunteers to utilize resources.
- Interact with and inform parents of camper's experience.
- Manage program budget and paperwork including grant tracking data, youth progress, attendance, volunteer hours, etc.
- Supervise counselors and volunteers on site, along with assisting them in leading activities and covering for them during break times.
- Communicate with Day Camp Manager on a regular basis.
- Operate as a leader around YMCA resident camp in the evenings, assisting Head Counselors as needed

This is a seasonal position during the summer camp program, May 29th OR June 4, 2018-August 12, 2016. Camp will not run the week of 4th of July or on the 24th of July. Camp is in session Monday – Friday 8-5:30. Sundays are required for staff meetings, check in responsibilities, and prep. Counselors will have breaks provided during day camp programming and after hours when prepping for next day. Room and board is provided at Camp Roger in the Wasatch National Forest.

GENERAL FUNCTION: Under the supervision of the Day Camp Manager the Day Camp Coordinator is responsible for assisting in the development and delivery of safe, creative, fun and interactive daily programming. They also provide on-going support to all counselors and act in lieu of the director. They will be an expert in program delivery and have a wealth of back pocket games, know all the songs, and can model for counselors how to be an expert at leading their campers in high energy activities. Lead camp staff need to be creative and resourceful with the ability to take on significant responsibility for staff and campers day and night for the entire season.

Interest and desire to work demanding schedules in an outdoor and child focused environment is essential. A firm commitment to the rigors of managing the Y day camp program, staff, camper and parent demands as well as meeting other requirements of YMCA staff expectations is important.

KNOW HOW: The Day Camp Coordinator must be ambitious with outstanding organization, human relations and programming skills. They must possess strong fundamental understanding of child development and ability to train and coach others regarding the developmental needs of the children who are participating in programs. They need to be prepared to relate well with staff, campers and parents. Coordinators must have a foundation of organization skills, supervision skills and calm, rational problem solving skills.

Qualifications

- Must be 19 years old or older (ideally 21 or older) with a high school degree or equivalent and preferably some college
- Must be able to pass a background check.
- Demonstrated skills in planning, time management, flexibility, organization, and independent work proficiency.
- Ability to handle multiple tasks simultaneously and to prioritize appropriately.
- Must have good interpersonal and communications skills and be sensitive, adaptable, professional, and articulate when dealing with others.
- Ability to attend all trainings and meetings as required and attend every day of camp scheduled during term of service.
- Must be able to work autonomously within the YMCA core values of Caring, Honesty, Respect and Responsibility.
- Current Driver's License and willingness to become Driver Certified if needed at site.
- Certifications in CPR, First Aid, AED certifications, and Food Handlers by start date.

College experience preferred, ideally in education, psychology, or a related field. Previous work experience ideally 1-2 years of experience in child-care, youth development and/or recreation, preferably in a day camp environment. Experience with staff supervision and curriculum development. Ability to use a computer in order to effectively perform job duties. Proficiency in Microsoft Office Suite.

Locations offered in Salt Lake County and Weber County without room and board.

Job Type: Temporary

Salary: \$350-\$400 per week DOE room and board included.

Email for more information or apply online under the employment section of ymcautah.org.

http://ymcautah.org/clientuploads/WasatchCounty/SummerDayCamp/Job_Description_Day_Camp_Counselor.pdf