



Heber Day Camp Coordinator

YMCA of Northern Utah Job Description

POSITION TITLE: YMCA Heber Day Camp Coordinator

REPORTS TO: YMCA Camp Mill Hollow Director

EMPLOYMENT TYPE: Non-Exempt

ENTRY LEVEL REQUIREMENTS:

- **Education Requirements:** Minimum one year of college, ideally in a related field of study to youth development, child development, outdoor education, education, recreation or similarly appropriate.
- **Previous Work Experience:** Qualified camp leadership will have two years or more organized camping, and youth group supervisory experience.
- **Certification Requirements:** Basic competency in duties and tasks of supervised employees.
- **Computer Proficiencies:**
- Camp leadership will have demonstrated experiences and background in:
 - Child and youth development
 - Child care
 - Teen/adolescent youth work
 - Family life and family strengthening
 - Group work basic skills
 - Behavior management, positive conflict resolution
 - Employee supervision and training
 - Communications
 - Written and verbal
 - Small group interaction
 - Active listening
 - Public speaking
 - Business practices for general office and financial management
 - Basic understanding of food service and food safety
 - Specific outdoor or recreation skills experience and expertise to manage and develop the camp programs
 - Affinity and skill in dealing with special needs
 - Attitude of inclusion
- Other examples may include:
 - 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.
 - Must be able to work autonomously within the YMCA core values of Caring, Honesty, Respect and Responsibility.

GENERAL FUNCTION

Under the supervision of the Camp Director 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



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and have a wealth of back pocket games, know all the songs, and can teach a counselor 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 enjoy 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.

CORE COMPETENCIES

VALUES & MISSION

- Understands and supports the mission of the YMCA; displays the YMCA values; displays flexibility and accepts change; is willing to try new methods and make suggestions; shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and his/her work.
- Uses effective personal behaviors/communicates effectively by treating everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.
- Reinforces the Y's values within the organizational and the community.

RELATIONSHIPS

- Casual, Connected, Committed: Understands and embraces the role of volunteers; helps participants and participants make connections to others and to the YMCA; practices effective relationship building techniques; supports the role of fund-raising in achieving the YMCA mission.
- Provides a Quality Experience for Everyone: Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve and involve members, participants, internal customers and others.
- Builds and nurtures strategic relationships to enhance support for the Y.

QUALITY RESULTS – SAFETY, POLICIES & PROCEDURES

- Works productively and demonstrates responsible actions by consistently performing duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies and procedures; is reliable and consistently punctual; actively and appropriately participates in staff meetings.



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- Continuously maintains a safe working environment for self and others. Views safety as a guiding principal for making business decisions.
- Complies with all YMCA policies and procedures including but not limited to hiring paperwork, training and certification requirements, and information outlined in the YMCA of Northern Utah employee handbook as they apply to the position you hold within the Association.
- Assigns clear accountability and ensures continuous improvement.

PRINCIPAL ACTIVITIES:

Program Management (65%)

- Assist with pre-camp training, planning and preparation.
- Coordinate daily operations of day camp site, ensuring a high level of standards in all activities, themes, meals and specialty programs.
- Review and write program curriculum aligned with the YMCA Values.
- Maintains a positive and supportive role to ensure the success of day camp staff.
- Maintain consistent communication with the Camp Director on the status of the camp.
- Prepare daily meeting agendas for staff to communicate needs and feedback.
- Assist in planning field trips and guest speakers.
- Assist as necessary with important program transitions, including pick up, drop off, and lunch time transitions.
- Responsible for operating staffing ratio of staff and making appropriate adjustments, including stepping into ratio as necessary.
- Develop an incentive program to encourage program participant's positive behavior.
- Organize weekly planning meeting with program staff, ensure program planning is completed and staff contribute to the planning.
- Write proper documentation in reporting incidents and accidents and turn into the YMCA office.
- Assist in the preparation of reports and administrative duties.
- Maintain program supply inventory.
- Place supply orders to Camp Director in a timely manner when necessary.
- Provide or coordinate transportation for staff to Heber each day Day Camp is operating.

Results and Metrics (10%)

- Assist in evaluation of camp program through weekly participant and staff evaluations and by gaining feedback from parents and campers.
- Assist in maintaining and reviewing records, reports and evaluations of program. Complete recommendations for future seasons.
- Assigns clear accountability and ensures continuous improvement.
- Keep a current email address and check it regularly for information for the Summer Day Camps.
- Verify timesheets.
- Keep attendance records daily.

Emotional Maturity (10%)

- Assume role of camp director in director's absence, as assigned.
- Able to maintain open and assertive communication with all staff.
- Able to communicate with parents, partners, and the general public in a mature, polite and respectful manner.



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- Communicate to supervisor immediately regarding staff issues and concerning facility, sickness, time-off request, job duties, not feeling equal, and complaints.
- Display and honor the YMCA values of CARING, HONESTY, RESPECT, and RESPONSIBILITY at all times.
- Provide leadership to day camp staff and program; being a positive role model for all.
- Dedicated to community building.
- Maintain highest standards of professional ethics and conduct.
- Positive attitude and high energy toward change; it is essential to maintain clear, open and honest communication with YMCA and staff.
- Understands role as a "good will" ambassador for the YMCA in the wider community.

Staff Development (5%)

- Assist the Camp Director in training and supervision of day camp staff and volunteers.
- Teach staff how to lead camp activities and programs.
- Ensure quality standards are achieved.
- Able to offer consistent and quality feedback to ensure staff growth and success, giving and listening to any feedback.
- Encourage staff to bring ideas and suggestions for program management and setting up policies, activity planning, or future training that would interest staff.
- Implement program curriculum that is required.
- Assist staff in developing activities.

Risk Management (5%)

- Available by phone, 2-way radio, or in person during program hours to assist in Program Leader decisions if necessary.
- Review and maintain health histories of all campers and conveys pertinent health concerns to appropriate staff. Exercising confidentiality as needed.
- Establish rules of the program with participants and staff and post at site. Review rule expectations and YMCA values with all participants as needed.
- Resolve behavioral problems that are beyond the ability of program staff as well as maintain open communication with parents on their students struggles and successes.
- Report to work on time every time you are scheduled to work.
- Supervise all participants at all times. Students should never be left alone without a paid staff present.
- Keep site organized, clean, neat, and everything in its place each day (i.e. clean tables, supplies put away, and materials in its designated place).
- Ensure the program's activities are safe for all participants.
- Ensure that all authorized parents or guardians sign their child in before and sign out at the end of the program.

Marketing & Communications (5%)

- Create Newsletters and weekly updates for parents on upcoming events and field trips, as well as weekly themes.



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WORKING CONDITIONS:

This section should include any physical/mental expectation of the position which will vary based on position and level of position. The following may apply:

- Ability to work a 40-hour week.
- Ability to walk, stand, and sit (including on the floor) for long periods of time.
- Exposure to communicable diseases and bodily fluids.
- Must be able to lift and/or assist children up to 50 pounds in weight.
- Must be able to lift and carry food and supplies weighing up to 20 pounds.
- Ability to stand or sit while maintaining alertness for several hours at a time.
- Position may require bending, leaning, kneeling, and walking.
- Ability to speak concisely and effectively communicate needs.
- Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency
- Ability to view data on a computer and/or on paper for long periods of.

The statements are intended to describe the general nature and level of work being performed by incumbent. They are not intended to be an exhaustive list of all responsibilities, duties and skills required by all incumbents. Incumbents may perform other duties as assigned. In addition to the above, all YMCA of Greater Salt Lake employees are expected to:

- Provide customers with the highest quality service.
- Promote teamwork and cooperative effort.
- Maintain a clean, safe work area, practice good safety habits.
- Demonstrate the YMCA Character Values of: *Caring, Honesty, Respect and Responsibility.*

I have read understand this job description.

Print

Signature

Date