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## YMCA of Northern Utah

Job Title: **Camp Mill Hollow Director**  
FLSA Status: **Exempt**  
Reports to: **Regional Director**

Job Location: **Salt Lake City/Kamas** (summer)  
Posting Date: **08/13/18**  
Primary Function/Department: **Camping**

### **POSITION SUMMARY:**

Under the direct supervision of the Regional Director, the Camp Mill Hollow Director is responsible for taking the initiative to develop and grow Camp Mill Hollow programming through effective, innovative, and forward thinking approaches. The Camp Director must live on-site during the summer and oversee daily management and leadership of camp programs. Responsibilities include, but are not limited to, staff recruitment, training, development and evaluation; program development, implementation, promotion and evaluation; financial management to meet or exceed revenue and enrollment goals; camp marketing and outreach, partnership relations and data management for Camp Mill Hollow. The Camp Director will also work closely with the Regional Director, and related staff in participant retention and to ensure the organization is providing timely, efficient and consistent service. The Camp Director will spend approximately 50% in administrative functions and 50% in Camp programming support. The Camp Director supervises program directors, program specialists, and camp counselors.

### **ESSENTIAL FUNCTIONS:**

- Oversee Camp Mill Hollow Administration to include programs and activities, registration goals, camp structure and curriculum, data management and manage policies and procedures
- Develop and supervise staff schedule for programs and activities
- Plan, implement and oversee new and additional camping programs
- Oversee rental groups, including hosting, check-in and check-out at Camp Mill Hollow
- Provide quality experiences for all: Deliver outstanding experiences for members, participants, internal customers and others
- Build warm and supportive relationships; consistently greet and assist everyone in a positive way; strive to provide service that will exceed expectations
- Respond to concerns and complaints in a way that makes each person feel valued; initiate action for prompt resolution to any problems
- Build and nurture strategic relationships to enhance support to the Y
- Continuously maintain a safe working environment for self and others.
- Open and close camp for the season
- Operate camp water system which includes chlorinating water and collecting water samples.
- Direct and Manage partner relationships related to assigned operational sites
- Ensure that camp is completely inventoried at the end of the season
- Encourage health and wellness, honesty, caring, respect, responsibility, teamwork, good sportsmanship, and other character-based qualities at camp.
- Mentor staff; Create and maintain a positive and effective work environment with high staff morale



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- Supervise the maintenance and kitchen staff to ensure a safe, clean and well-maintained facility.
- Direct and manage all staff meetings and trainings: including preparing agendas, arranging
- Ensure all staff meet training requirements
- Creates and maintains communication channels with parents, institutions that have partnership with the YMCA, other organizations and community
- Establish enrollment goals (aligned with organizational goals), develop and implement a recruiting plan to register participants into the YMCA Camp Programs to ensure goals are met
- Create Newsletters and Facebook updates for parents on upcoming camp events.
- Create annual marketing calendar, with the assistance of the Regional Director and Marketing
- Manage marketing materials, under the guidance of Marketing manager and distribute through appropriate channels
- Monitor program for retention of participants and make adjustments as needed in a timely manner

*This is not an exhaustive list of all duties. Responsibilities are based on programming needs and subject to change at any time.*

#### **LEADERSHIP COMPETENCIES:**

- Emotional Maturity
- Developing Self & Others
- Critical Thinking and Decision Making
- Engaging Community

#### **REQUIRED QUALIFICATIONS:**

- A Bachelor's degree in Education, Recreation Management, Youth Development, Business Management or related is required. Experience with Non-profit and/or youth program organizations preferred. An Associate degree with a minimum of 3 years' camp and/or YMCA experience will be considered.
- 2+ years supervisory experience leading a team and producing desired results
- Computer proficiency thorough knowledge of: Microsoft Office suite and Google Platform. Familiarity with Web design and Desktop Publishing is preferred but not required.
- Must have exceptional customer service skills and strong interpersonal skills with the ability to build rapport and credibility quickly
- Capacity to develop and utilize systems to properly maintain relationships with prospective and existing families, participants and supporters; Ability to build relationships with community leaders and develop partnerships to increase growth
- Hardworking, energetic, problem-solving leadership style
- Proficiency in developing and leading a team of staff and volunteers
- Experience developing, managing and monitoring budgets
- Ability to manage time efficiently to maximize effectiveness in staff oversight, relationship building, and administration functions
- Knowledge of the American Camping Association (ACA) guidelines preferred.
- Certification Requirements: Must be able to obtain and become certified in CPR/First Aid, AED and Food Handlers on thirty days of hiring. Must have current driver's license and obtain driver certification through the YMCA. Child Abuse Prevention training within 30 days of hire



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#### **WORK ENVIRONMENT & PHYSICAL DEMANDS:**

The physical demands described below 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.

- Ability to work in excess of a 40-hour week with irregular work hours.
- 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.

*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:**

Interested applications should send a cover letter and resume to Adria Stauffer, Human Resources Director  
astauffer@ymcasaltlake.org

To learn more about employment at the Y, visit <http://ymcautah.org/employment>