

**POSITION TITLE: YMCA Day Camp Manager**

**REPORTS TO: Director of Camping EMPLOYMENT TYPE: Exempt GRADE: 4**

**\$2385.75 per month**

**FULL TIME, SEASONAL**

**Dates: 02/01/18 - 09/10/18**

**CLOSES: 01/17/2018**

### **GENERAL FUNCTION**

The YMCA Day Camp Manager oversees the effective facilitation of the YMCA of Northern Utah's two day camp programs in Heber City and Park City. Under the supervision of the Director of Camping, the Day Camp Manager is responsible for the development and delivery of safe, creative, fun and interactive daily programming. The incumbent, with the support of the Wasatch Camp Team, takes a lead role in the recruitment, hiring, training, and supervision two Day Camp Coordinators (one for each site) and the day camp program staff. The Day Camp Manager also provides on-going support to Day Camp Coordinators including on-site support, regular meetings, logistical support, problem solving, customer service, and other areas as needed. The position requires a high level of expertise in program delivery and the ability to empower the coordinators and program staff with a wealth of activities from which to draw including: songs, skits, crafts, games, large group activities, and more. The successful candidate will have a high level of creativity, resourcefulness, and adaptability to address ever changing program needs related to weather, staffing, camper issues, facilities, and transportation.

The interest and desire to work demanding schedules in an outdoor and child focused environment is essential. A firm commitment to the mental and physical 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.

### **ESSENTIAL FUNCTION**

The Day Camp Manager must have a passion for excellence with outstanding organizational, risk management, relationship building and programming skills. They must possess strong understanding of child development and ability to train and coach others regarding the developmental needs of the children who are participating in programs. The incumbent will relate regularly with staff, campers and parents and provide exceptional internal and external customer service to all. The position requires exceptional record keeping, attention to detail, and timely submission of receipts, reports, attendance records, and other documentation.

### **HOUSING**

Housing available at YMCA Camp Mill Hollow or YMCA Camp Roger during active program periods only: June 4th - August 3rd

### **Minimum Requirements:**

- 21 years of age
- Clean driving record
- Willingness and ability to be trained on and drive YMCA transport vehicles
- Education Requirements: Minimum three years of higher education (Bachelor's preferred), in a related field including: youth development, child development, outdoor education, education, recreation or similarly appropriate.
- Previous Work Experience: Three years or more in organized camping, youth development, or other youth program supervisory experience.

- **Certification Requirements:** First Aid/CPR Certified within 90 days of hire. Food Handlers Card within 60 days of hire. Expert level of competency in duties and tasks of supervised employees.

Interested parties may send a cover letter, resume, and three references to Elissa Kobrin, Director of Camping at [ekobrin@ymcasaltlake.org](mailto:ekobrin@ymcasaltlake.org)

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.