



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

Job Title: **Day Camp Director**

FLSA Status: salary

Status: F/T

Reports to: Program Director-Youth & Family

To apply: See below. Applications due Feb. 1, 2019.

Job Code: S-8

Job Grade: \$32,000 - \$35,000 Annual

Department: Programs

Revision Date: 1/8/19

POSITION SUMMARY:

The Day Camp Director is responsible for supporting all programs related to youth development at the Staunton-Augusta Family YMCA. Programs included are the Afterschool Adventure Club, the Teen Center, Summer Day Camp, Summer Learning Loss Prevention program, birthday parties, and preschool programming.

During the summer months, the Day Camp Director will work as the Director for the SAYMCA's Summer Day Camp. They will be in charge of a large staff and multiple camp sites. They will be responsible for the overall success of the camp and work with the Program Director to ensure all licensure standards are met.

When summer camp is not in session, this position will split their time between the Afterschool Adventure Club, the Teen Center, preschool programming, coordinating birthday parties and preparing for summer camp.

The Day Camp Director will be committed to high quality programming and provides leadership, supervision, coaching, and support to camp staff to ensure desired program goals and outcomes are met. They must have the competencies, skills and proven leadership ability to successfully carry out the YMCA mission, goals and vision for serving the community.

ESSENTIAL FUNCTIONS:

1. Supports the Program Director in all youth and family programming.
2. Acts as Camp Director for our Summer Day Camp. Manages, coordinates, and hires staff for summer day camp with the Program Director. Ensures all licensure requirements are met in summer day camp.
3. Works in the Afterschool Adventure club and the Teen Center. Supports staff in those programs and works with Program Director to ensure licensure standards are met.
4. Supports Program Director in registration and billing of Afterschool Adventure Club and Summer day Camp.
5. Manages and coordinates birthday parties for the SAYMCA.
6. Supports the youth sports program as needed.

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS

1. Must be 21 years of age.
2. Must have a bachelors degree in a child related degree, **or** have 48 semester hours or seventy two hours of college credit, of which 12 semester hours or 18 quarter hours are in child-related subjects and one year of programmatic experience.
3. Experience in developing curriculum and teaching children.
4. Enthusiastic and positive attitude with the mindset that we will do whatever it takes to get the job done.
5. Must be capable of directing the daily administrative, program related, and supervisory responsibilities of Summer Day Camp.
6. Develops and maintains relationships with community partners, school officials, and licensure representatives.
7. Must possess oral, auditory and written communication skills appropriate for interacting with both children and adults.
8. Preferred CPR/First-Aid and MAT (Medication Administration Training). If not certified, will receive training through the YMCA.
9. Must be a positive role model with strong leadership, conflict resolution and diplomacy skills.
10. Demonstrate a working knowledge of YMCA mission, purpose and goals, childcare policies and YMCA standards; ensures the program meets the highest standards of excellence.

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 of position and to supervise program activities.

TO APPLY:

Please complete a job application from the www.saymca.org website and email it, along with a cover letter/resume to Program Director-Achievement Gap to Ashley Cole at ashley@saymca.org