



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

Job Title: Site Supervisor for Summer Day Camp

FLSA Status: Full-time hourly

Status: F/T

Reports to: Program Director-Achievement Gap

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

Job Code: H

Job Grade: \$12-\$14 hourly

Department: Programs

Revision Date: 1/8/19

POSITION SUMMARY:

The Site Supervisor (SS) will be responsible for overseeing the camp staff at multiple camp sites. Their principal responsibility is to support the site directors at each site. They also assist the Camp Director in implementing staff training, maintaining high standards for licensure, working with parents and families, and adding their expertise to planning and curriculum for summer camp.

Employment as a Day Camp Site Supervisor will have a duration of 10 weeks, including training. Additional meetings and work may be needed before and after camp ends for interviewing staff and managing camp supplies.

The Site Supervisor will work with the Camp Director and is responsible for the coordination and oversight of their assigned camp site. The SS 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. The Site Supervisor 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. Must attend Staff Training week of May 28. Must commit to working June 3-July 26th.**
2. Checks-in on each camp site daily, ensuring compliance with licensure standards and camp standards.
3. Responsible for the overall compliance of licensure standards.
4. Works with the Site Directors, Site Supervisors, and the Camp Director to plan and develop daily program schedules and to make sure activities are being properly performed within these daily activities and schedules.
5. Works with campers and staff in a high-energy, respectful, and positive manner. Is willing to step in and work with children and help with any behavior challenges in a positive and peaceful way.
6. Maintains on-going communication and collaboration with Site Supervisors, Camp Director, appropriate Y staff, to successfully implement the program.
7. Responsible for supporting Site Directors as needed: purchasing snacks, materials, working with families, conflict resolution, logistics, field trips, etc.
8. Will attend daily meetings with the camp director and/or site supervisors.
9. Will hold weekly staff meetings with Site Directors.
10. Provides ongoing communication with the parents/caregivers as needed.
11. Responsible for ensuring that accurate records i.e. time sheets, job assignment, attendance, etc. are being kept.
12. Develops positive working relationships with school staff at the camp site, keeping clear lines of communication open with the principal and office staff.
13. Upholds and exemplifies the YMCA's Core Values and principles of Character Development.
14. The site supervisor is responsible for other duties as deemed necessary by the program director.

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 valid drivers license and reliable transportation. Site Supervisors must travel to and from their camp sites.
3. 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.
4. Must have leadership experience.
5. Must have experience working with school aged children, preferably in a camp setting.
6. Must possess oral, auditory and written communication skills appropriate for interacting with both children and adults.
7. Preferred CPR/First-Aid and MAT (Medication Administration Training). If not certified, will receive training through the YMCA.
8. Must be a positive role model with strong leadership, conflict resolution and diplomacy skills.
9. Must be capable of directing the daily administrative, program related, and supervisory responsibilities of Summer Day Camp.
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 camp 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