



YMCA of Indiana County

Employee Job Description

Position Title:	Day Camp Assistant Director	Department:	Day Camp
Reports To:	Day Camp Director	Grade:	3
Classification:	Full time/Part Time/ Seasonal	Job Code:	SCAD-7118

GENERAL FUNCTION:

The Day Camp Assistant Director is a key position created to help plan, coordinate and lead the day camp programs established to meet the needs of all segments of the community served. Under the supervision of the Day Camp Director, the Day Camp Assistant Director is responsible for helping in the delivery of programs, the development and overall direction of day camp staff, participants and programming. This position supervises seasonal departmental staff in charge of programs. The Day Camp Assistant will also demonstrate a commitment to YMCA Core Values of Caring, Honesty, Respect, Responsibility and Teamwork.

CORE COMPETENCIES:

- Provides a quality experience for everyone, including but not limited children, parents, YMCA members and staff.
- Treats 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.

KNOWLEDGE – SKILLS - ABILITIES:

- At least 19 years of age
- Two plus years or more of college, early childhood, education or recreation preferred.
- Previous experience working with children preferably in a day camp setting.
- Enthusiastic, energetic, fun loving and able to work a wide variety of people and ages.
- Self-motivated, organized and able to move quickly from task to task and deal with frequent interruptions.
- Experience preferred in one or more of the following areas: outdoor living, crafts, leading physically active games, camping, songs/music, skits, sports, aquatics, recreational games, etc...
- CPR, First Aid, AED certifications, Mandated Reporter and Child Abuse Prevention training within 30 days of hire date.
- Previous experience with diverse populations preferred.
- Ability to plan, lead and participate in a range of activities in a variety of outdoor/indoor settings.
- Ability to lead others in a manner that helps them grow in their knowledge, skills and capabilities.
- Excellent communication, interpersonal and relationship building skills with an ability to negotiate and work with a variety of internal and external stakeholders.
- Personal qualities of integrity, credibility, and dedicated to the mission of the YMCA.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Strong ability to motivate and inspire others.
- Ability to make independent decisions and determine the appropriate course of action.
- Able to manage difficult situations with a high level of professionalism.

JOB RESPONSIBILITIES:

- Aid in the planning and coordination of day camp program schedule and activities
- Act at Day Camp Director when camp director is not on site.
- Aid in the Hiring, training and scheduling of Day Camp staff

- Responsible for aiding in the managing of expenses within the day camp budget.
- Be counted in ratio with a camper group at least half of each weeks hours.
- Other related duties as assigned.

PHYSICAL REQUIREMENTS:

- Must be able to bend and stoop occasionally
- Must be able to stand for long periods of time
- Must be able to lift 25 pounds occasionally
- Must be able to lead and demonstrate a variety of youth programs including sports, games, crafts etc.
- Able to work out of doors for entire day

ESSENTIAL FUNCTIONS

- Help in the supervision and leadership of staff of up to 18 college age and older staff in a variety of situations and location.
- Supervises a group of children as needed.
- Aid in the plans and implementation of program activities that are culturally relevant, developmentally appropriate and consistent with YMCA values.
- Coordinate and plan camp activities for the season including trips, games, special activities, staff schedules, staff hiring, program and staff evaluations, transportation.
- Coordinate and plan camp programs with other YMCA directors and programs.
- Manage unique situations such as disciplinary actions, parents etc.
- Adheres to program standards including safety and cleanliness standards.
- Plans and leads staff meetings and trainings.
- Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
- Maintains positive relations with parents and other staff. Models relationship-building skills (including Listen First) in all interactions.

EFFECT ON END RESULT:

The effectiveness of this position can be judged by:

- **Mission Advancement:** Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fundraising.
- **Collaboration:** Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.
- **Operational Effectiveness:** Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.
- **Personal Growth:** Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. 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.

Employee

Date

Supervisor

Date