



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

## SHERIDAN COUNTY YMCA

Name:  
Job Title: **Seasonal Resident Camp Coordinator Starting**  
Reports to: Afterschool/Camp Director  
Start Date: May 1, 2024

Job Category: Seasonal  
Wage: \$150/Daily  
Revision Date: January 2024

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### POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. Under the guidance and supervision of the Camp Director, the Afterschool/Day Camp Coordinator is responsible for providing direction for the staff and program, implementing program curriculum and providing a quality experience to children and parents that focus on the Y values.

### OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. We are **welcoming**: we are open to all. We are a place where you can belong and become. We are genuine: we value you and embrace your individuality. We are **hopeful**: we believe in you and your potential to become a catalyst in the world. We are **nurturing**: we support you in your journey to develop your full potential. We are **determined**: above all else, we are on a relentless quest to make our community stronger beginning with you.

### QUALIFICATIONS:

1. At least 21 years of age.
2. Alarm/Emergency Procedures training within 30 days of hire and biannually thereafter.
3. CPR, First Aid and Child Abuse Prevention training within 30 days of hire and biannually thereafter.
4. New Employee Orientation or other alternative training within 30 days of hire.
5. Minimum of 2 years of experience in camp, youth programs, recreation, working with children, or in a related field

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Resident Camp Coordinator is expected to fulfill the following functions:

1. Utilize solid judgment and discretionary skills as well as make independent decisions that will affect the Sheridan County YMCA and its departments
2. Maintain a clean, organized and safe environment throughout all program areas including closets and other storage units.
3. Assist in evaluating camp programming on a continual basis to advance mission impact and financial sustainability
4. Assist in hiring, scheduling, developing and evaluating camp staff.

5. Participate in developing and implementing innovative camp curriculum and activities.
  6. Maintain an environment that ensures children's safety and well-being
  7. Assist Camp Director with planning, directing and supervising Camp Staff
  8. Reside on camp property during times that camp is in session for the season.
  9. Understand ratios and all youth staff, know the number of youth in the program at all times.
  10. Facilitate transportation safety.
  11. Must have the physical ability to lead and participate in camp activities, which include hiking, canoeing, swimming, building campfires, and physical games and activities.
  12. Along with assisting the Youth Program Director/Camp Director with tasks as they relate to program, volunteer events, staff training, collaborative community efforts, facilities, equipment and cross-training.
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**In addition to the essential duties and responsibilities, the Seasonal Resident Camp Coordinator will:**

- Pursue/participate in ongoing camp training
- Assist in mid-summer and post summer evaluations with the camp program director.
- Help recruit, train, supervise, mentor and conduct performance reviews of non-exempt and part-time program staff.
- Be responsible for knowing, understanding, training and executing all camp policies and emergency procedures associated with resident camp.

**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- Typical work schedule is Monday-Friday with some weekend responsibilities with rental groups.
- Ability to perform all physical demands of the position including leading activities, walking, standing, running, bending, reaching and lifting.

**RISK MANAGEMENT PRACTICES:**

- We are responsible for taking notice of any and all safety risks across the facility and shall communicate all safety concerns immediately.
- We continually check and respond to: equipment conditions, facility cleanliness, snow removal and basic repairs.
- We recognize Child Abuse Prevention is a team effort and we are required to take all measures to prevent and report any potential abuse.
- We are knowledgeable of emergency procedures and are prepared to respond.

**STAFF ENGAGEMENT AND CONDUCT:**

- We must be prepared to work at scheduled time (on the floor, not just in the building), be mentally present, wear proper work attire and have necessary supplies for shift.
- We are actively aware of members, compliant with cell phone policy, focused on key elements of your position, attentive, energetic and upbeat about our work.
- We communicate gentle reminders of safety of equipment use, language and other rules that fall within the Y Mission.
- We will honor confidentiality in all programs and areas.
- We will not have our friends present during our shifts.
- We give all members the attention they deserve.
- We will respond to all messages, comments, etc. within a 24 hour period.

**UNDERSTANDING AND LIVING THE Y MISSION:**

- We are knowledgeable about our scholarship opportunities and the impact our programs have in our community.
- We honor and practice inclusion promoting an open, honest and enjoyable work environment.

- We speak and respond in the “Y Voice” using positive adjectives and authentic, nurturing word choices.
- We use our Y voice everywhere, including in public and social media.
- We greet EVERYONE we encounter with eye contact and a smile.
- We treat all staff with the utmost respect. Living our mission starts with positive internal relationships.
- We give respectful and correctly directed feedback.
- We recognize our responsibility to be fiscally responsible: by maintaining our facility, turning off lights/water when not in use, accurately reporting time on timesheets and being prudent/cautious in ordering/purchasing supplies.

## **CAUSE DRIVEN LEADERSHIP COMPETENCIES:**

### **Advancing our Mission & Cause**

Change Leadership: Facilitates, co-creates, and implements equitable change for the good of the organization and/or community.

Engaging Community: Builds bridges with others in the community to ensure the Y’s work is community focused and welcoming of all, providing community benefit.

Philanthropy: Secures resources and support to advance the Y’s work.

Volunteerism: engages volunteers and promotes social responsibility at all levels of the organization.

### **Building Relationships**

Collaboration: Creates sustainable relationships within the Y and with other organizations in service to the community.

Communication & Influence: Listens and expresses self effectively and in a way that engages, inspires, and builds commitment to the Y’s cause.

Inclusion: Values all people for their unique talents, and takes an active role in promoting practices that support diversity, inclusion, and global work, as well as cultural competence.

### **Leading Operations**

Critical Thinking & Decision Making: Makes informed decisions based on logic, data, and sound judgment.

Fiscal Management: Manages the Y’s resources responsibly and sustains the Y’s nonprofit business model.

Functional Expertise: Executes superior technical skills for the role

Innovation: Creates and implements new and relevant approaches and activities that improve and expand the Y’s work and impact in the community.

Program/Project Management: Ensures program or project goals are met and intended impact occurs.

### **Developing & Inspiring People**

Developing Self & Others: Develops self and supports others (e.g., staff, volunteers, members, program participants), both formally and informally, to achieve their highest potential.

Emotional Maturity: Demonstrates ability to understand and manage emotions effectively in all situations.

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At least annually, the Sheridan County YMCA will review its organizational goals and objectives. The implementation of specific objectives will be part of the job description and will be reviewed annually. Additional responsibilities may be added where deemed necessary.

**ACKNOWLEDGEMENT:**

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**Staff Name Printed**

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**Staff Signature**

**Date**

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**Supervisor Signature**

**Date**

By signing this document, both parties mutually accept that this job description is an accurate representation of the general responsibilities of this position.