

POSITION TITLE:

Camp Coordinator

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/ Afterschool Director, the Resident 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

Utilize solid judgment and discretionary skills as well as make independent decisions that will affect the Sheridan County YMCA and its departments

Maintain a clean, organized and safe environment throughout all program areas including closets and other storage units.

Assist in evaluating camp programming on a continual basis to advance mission impact and financial sustainability

Assist in hiring, scheduling, developing and evaluating camp staff.

Participate in developing and implementing innovative camp curriculum and activities.

Maintain an environment that ensures children's safety and well-being.

Assist Camp Director with planning, directing, and supervising Camp Staff.

Reside on camp property during the time that camp is in season.

Understand ratios and all youth staff, know the number of youth in the program at all times.

Facilitate transportation safety.

Must have the physical ability to lead and participate in camp activities, which include hiking, canoeing, swimming, building campfires, and physical games and activities.

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.

In addition to the essential duties and responsibilities, the 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 seasonal 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 AND 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.

QUALIFICATIONS

At least 21 years of age.

Alarm/Emergency Procedures training within 90 days of hire and biannually thereafter.

CPR, First Aid and Child Abuse Prevention training within 90 days of hire and biannually thereafter.

New Employee Orientation within 90 days of hire.

Minimum of 2 years of experience in camp, youth programs, recreation, working with children, or in a related field

WAGE AND HOUR INFORMATION

The wage for this position is \$150.00 daily.

HOW TO APPLY

Please visit <https://sheridanymca.org/work-at-the-y/> to download and complete our application.

Applications can be submitted in person to 417 N Jefferson Street; or by emailing them to apply@sheridanymca.org.