



Tri-Cities Family YMCA Job Description

Position Title: **Day Camp Coordinator**

FLSA Status: **Seasonal/Part time, Non-Exempt**

Reports to: **Childcare and Camp Director, Camp Director**

Revision Date: **January 2023**

OVERALL FUNCTION

Directly supervised by the Summer Day Camp Director, the Day Camp Coordinator provides direct supervision to a specific age group of children in a seasonal day camp and the program planning and development required for this age group. The Day Camp Coordinator creates positive, nurturing relationships with children, while building cooperative relationships with parents/caregivers. Promotes and supports the potential of all youth and facilitates peer-to-peer connections as part of the overall camp experience.

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.

AREAS OF DIRECT RESPONSIBILITY

Tri-Cities Family YMCA Summer Day Camp Program

ESSENTIAL OVERALL FUNCTIONS

- Participate in a pre-camp training and in-service camp training programs as scheduled.
- Complete First Aid and CPR certification prior to unsupervised interaction with campers.
- Embrace and model the mission of the YMCA in all daily activities.
- Create a welcoming and nurturing environment for all campers and their families.
Responsible for the direct supervision, safety, and care of children.
- Abide by all Tri-Cities Family YMCA Policies and Procedures, as well as standards set forth by the American Camp Association (ACA).
- Plan and prepare recreational programs and activities for the specific age group of campers to which assigned.
- Familiarity with specific age group of campers' developmental abilities to which assigned.
- Lead recreational programs, activities, and songs with enthusiasm. Engage with campers by participating in daily programs, activities, and songs.
- Encourage each camper's potential.
- Serve as an Aquatic Observer during swim time and assist with daily camper swim lessons.
- Model appropriate behavior for children to follow.
- Utilize positive discipline techniques and redirection when responding to behavioral issues of campers.
- Document all incidents, injuries, and behaviors that are out of the normal range of day to day activities with the population served in a timely fashion.
- Ability to effectively communicate in a pleasant and positive manner with children, families, YMCA members, and YMCA staff members.
- Provide daily communication to parents of campers.
- Assist the YMCA in positively marketing the facility and programs to YMCA members and the community.
- Be punctual and dependable.
- Be in assigned area at all times while clocked in.

- No personal cell phone calls/texts or social media activities will be made or answered during camp hours.

QUALIFICATIONS

1. Be not less than 18 years of age.
2. Previous work experience with a population similar to that which the camp serves.
3. Compliant with all licensing qualifications.
4. Requirements to be completed within 30 days of Hire:
 - CPR/First Aid certification
 - Child Abuse Prevention Training
 - Health Officer training and certification
5. Previous work experience with the Tri-Cities Family YMCA Summer Day Camp program preferred.

BASIC HOURS

M-F, 6:45 am-6:00 pm as scheduled.

ENVIRONMENT

76,000 square foot facility with high level of contact with members and community. Various hours that may include early mornings and/or late evenings. Outdoor area surrounding the Tri-Cities Family YMCA, including but not limited to: Mulligan's Hollow, Imagination Station, Duncan Woods, and Grand Haven State Park. Field trips off site. Exposure to outdoor elements, such as summer temperatures, is required.

HEALTH AND SAFETY REQUIREMENTS

Employees are advised on OSHA Standards through required signage and administrative updates as compliant with federal law.

PHYSICAL DEMANDS

Employee can demonstrate sufficient strength, agility, and mobility to successfully perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device. The employee frequently is required to sit and reach, and must be able to move around the work environment.

Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.

The noise level in the work environment is usually moderate.

DISCLAIMER

It should be understood that this Job Description has been developed as an outline for basic responsibility. Additional duties may be assigned by the Summer Day Camp Director as deemed appropriate and/or necessary.