

**Edwards YMCA Camp
N8901 Army Lake Rd
East Troy, WI 53120**

Job Description

POSITION TITLE:	Day Camp Program Director	ASSOCIATION:	Golden Corridor Family YMCA
DIRECT SUPERVISOR:	Day Camp Director	BRANCH:	Edwards YMCA Camp
		DEPARTMENT:	Day Camp

General Function

The Day Camp Program Director will be responsible for the planning and implementation of day camp activities, along with the counselors. The day camp program director is responsible for supporting the entire day camp program, creating inclusive fun and safe activities for all campers, liaison with parents at check-in and out, provide counselor support, act as the second line of defense for homesickness, disruptive behavior, and fights, and plan activities.

The Day Camp Program Director needs to be flexible, diligent, and progressive. The director also must display creativity and be able to maintain a strong sense of child behavior management as well as counselor support.

The Day Camp Program Director is a member of the Summer Support Staff and will help integrate Day Camp into the wider Summer Camp at Camp Edwards, including organizing theme days, camper participation and staff bonding.

Know How

The Day Camp Program Director must bring to this position the desire, experience, and educational background to support campers and counselors to ensure a safe and fun experience. Directors also must make educated decisions and adapt programs and behavior in order to insure a successful Day Camp program. They must represent themselves in a professional manner, which exudes the four core principles of the YMCA, which are Caring, Honesty, Respect, and Responsibility. The day camp program director must use skills of proper planning, customer service, implementation of activities, and documentation for the operation of Camp Edwards.

Job Segments

Program Development

1. Plan, implement, facilitate, and participate in all day camp activities with campers and staff and two overnights.
2. Ensure the safety of campers.
3. Create and implement new ideas for day camp activities to break the monotony of daily activities.
4. Take responsibility of overseeing day camp counselors and working with them to monitor camper activity.
5. Work along with the Day Camp Director to oversee the day camp program.
6. Work with the Summer Program Director to ensure open communication.

Staff Development

1. Assist in staff training and represent themselves as a role model for the staff.
2. Work **with** the staff in conflict resolution.
3. Support staff by assisting with difficult campers.
4. Promote good morale of the staff by descriptive praise and encouragement.
5. Train staff in activities for Day Camp.
6. Monitor staff to make sure they are playing **with the campers**.
7. Help with staff evaluations for all staff involved with day camp.

Camper Support

1. Work with homesick campers to overcome fears.
2. Document and respond to inappropriate behavior including fights, disrespect, and bullying.
3. Work with the Day Camp Director to contact parents about any camper issues.
4. Help campers obtain the desired activities, if possible.

5. Role model the core principles of the YMCA.

Facility Management

1. Supervise the day camp counselors in facility cleanliness.
2. Document needed repairs and give to the Executive Director or Property Manager.
3. Suggest or makes needed improvements to the day camp areas.
4. Organize staff to keep day camp areas clean after check out.
5. Monitor the dining hall and clean up after meals during day camp meal times.

Customer Service

1. Treat all campers and parents with respect.
2. Personally communicate with all parents during check in and out.
3. Handle problems promptly and professionally when brought to their attention.
4. Maintain visibility and availability for all guests.
5. Set the standard for camper care.
6. Maintain a positive attitude around staff , campers, and parents at all times.
7. Produce weekly updates for parents informing them of upcoming theme days and other fun programming.
8. Make sure camper pictures are taken each day and are uploaded in a timely matter.

Communication Skills

1. Must be able to speak clearly and accurately to convey important messages to staff in an effort to promote clear communication.
2. Effectively communicate rules and regulations for camp.
3. Communicate with the Day Camp Director any concerns, incidents, and/or needs.
4. Assist in documenting any staff or camper inappropriate behavior
9. Maintain an open relationship with the office staff and obtain needed information
10. Assist in opening and closing day procedures

Daily Schedules

7:00	Early Check in begins.
8:00	Breakfast
8:15	Regular Check in begins.
9:00	All Day Camp Activity
9:45	Snack
10:00	Skill 1 / Squirrel Activity
11:00	Change for Swim
11:15	Day Camp Lunch
12:00	Day Camp Swim
1:00	Change from Swim
1:15	Trading Post/Courts Time
2:00	Skill 2 / Squirrel Activity
3:00	Skill 3 / Squirrel Activity
4:00	Snack and Checkout
5:30	Dinner
6:30	Last possible late check out
7:30	Plan and set up for the next day / upload photos

Sunday - Check in Day

10:30	Lost Swimmer Drill
11:15	Brunch/Staff Meeting
12:30	Help with lice checks
2:00	Swim Tests - Assist with swim tests as required by the Waterfront Director
4:00	Check in with day camp staff
5:30	Dinner in Dining Hall
6:30	Introductions to Campers
8:00	Opening Campfire

Qualifications

Must be at least 21 years of age.

Must have current Red Cross Adult/Child/Infant CPR certification and First Aid certification.

The Day Camp Program Director is to represent themselves to the campers, staff and guests with professionalism and responsibility. Camper safety and counselor sanity is of utmost importance, and fun should be the by-product. Good staff relationships and the eagerness to help in the general running of camp is a necessity. Remember that at Edwards YMCA Camp, we are here for the youth we serve and the mission of the YMCA.

It should be understood that this job description has been developed as an outline for basic responsibility. The Day Camp Director, Executive Director, or Summer Camp Director may assign additional tasks from time to time as deemed necessary.

Compensation

The starting wage for the Day Camp Program Director is \$250 a week. They are also provided a private bedroom in the day camp housing area with kitchen, living room and laundry facilities shared between the 4 Day Camp Staff.

