



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA JOB DESCRIPTION

Job Title: **Day Camp Assistant Director** Job Code: (0611)
FLSA Status: Job Grade: (7)
Reports to: Youth Development Director Revision Date: 12/30/2015

POSITION SUMMARY:

Under the directions of the Youth Development Director, the Day Camp Assistant Director works in harmony with the Christian nature and Mission of the YMCA, as well as the established goals and objectives of the YMCA, shall be responsible for the care of children in the Day Camp. In general, the role of the Day Camp Assistant Director is to assist Day Camp Director in managing daily operations of day camp program and engage children in activities that support and promote the Mission of the YMCA in a safe and healthy environment.

ESSENTIAL FUNCTIONS: SKILLS AND QUALIFICATIONS:

Generally, the Day Camp Director position requires excellent childcare skills, the ability to model the YMCA Core Values and have the ability and desire to build relationships between YMCA staff and members.

Specifically, the Day Camp Director position requires the following:

1. Dress for success: create a friendly experience for our members, wear your nametag and uniform so that members can identify you...and lend a hand – offer to get towels or magazines, hold the door, etc. A member should never feel like they are wasting your time.
2. Smile and say hello: Provide a warm welcome for our members, make eye contact, smile and say hello to everyone you see...including children, teens and those of other cultures.
3. Meet and greet: Make a personal connection with our members. Introduce yourself to at least one new person every day. Become someone they feel comfortable in talking too. Better yet, introduce members to each other!
4. See it, own it: If you see it...own it. Take responsibility for correcting the problems you see, be they as small as a discarded towel or as large as a member's complaint.
5. Give Thanks: ...and be grateful. Every member has chosen to spend part of their day with the Y...and don't forget to say thanks and give complements to volunteers and other staff.
6. Ability to plan and organize summer camp program prior to camp dates with supervision of Youth and Family Director
7. Ability to multi-task and complete assigned projects on time
8. Strong leadership/management skills required to lead a team of camp counselors
9. Ability to learn quickly and work well under pressure
10. Strong computer skills and social media experience
11. Ability to care for and manage children of diverse ages and cultures
12. Previous experience in a day camp or resident camp setting or equivalent
13. Assertiveness to deal with discipline and accident incidents
14. Ability to communicate positively with members, participants, and other staff

YMCA OF THE USA

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15. Must have prior experience working with children and adults
16. Ability to clean and organize within the daily operations of Day Camp
17. Must be able to lift fifty pounds
18. High school graduate or equivalent; two years or more of college preferred.
19. Previous experience working with children preferably in a day camp setting
20. Experience preferred in one or more of the following areas: outdoor living, archery, songs/music, skits, sports, aquatics, recreational games, etc...
21. At least 18 years of age (The age minimum may be higher depending on state law and YMCA policies.)
22. CPR, First Aid, AED certifications and Child Abuse Prevention training within 30 days of hire date.

YMCA COMPETENCIES (Leader):

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 fund-raising.

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.

PHYSICAL DEMANDS

Ability to plan, lead and participate in a range of activities in a variety of outdoor/indoor settings.

EFFECT ON END RESULT:

1. Effective relationship building that manifests into personal relationships with other members, staff, volunteers, etc.
2. Works well with other staff to promote YMCA values.
3. Models the YMCA Mission and Values while on the job.
4. Ability to live up to the "Staff Pledge" every day!
5. Provide Membership and Marketing Director with efficient support through completion of all designated support/clerical projects.
6. Provide quality reports and correspondence to appropriate staff and volunteers in a timely manner.
7. The quality of finished correspondence, reports, etc., will reflect the professional image of the Rochester Area Family YMCA.

The Y: We're for youth development, healthy living, and social responsibility.

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8. Deadlines will be met, resulting in an efficiently functioning office.

9. A quality Customer Service philosophy will be incorporated into the daily work of the department.

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. We understand and mutually accept the above descriptions to the job to be performed:

Employee	Date
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Youth Development Director	Date
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