

# Camp McBride – On Site Camp Director

## BURLINGTON AREA YMCA

**Job Title:** On Site Camp Director

**Grade:**

**Department:** Camp

**Date:** 2019

**Accountable To:** Associate Executive Director

**FSLA Type:** Seasonal

### **Member Service Responsibilities**

Burlington Area YMCA employees are relationship builders. Each employee's role is to build relationships with and between program participants, volunteers, staff and the communities we serve. Y employees are expected to:

- Smile and say hello to everyone you see.
- Introduce yourself to parents during the parent luncheon.
- Take responsibility for creating great experience for camp participants.
- Take ownership for things you see around the camp, such as picking up trash, etc.
- Set a good example by practicing and implementing the Y's missions and values of caring, honesty, respect, responsibility every day.
- Thank volunteers (Junior Counselors) every time they lend a hand.
- Appreciate and respect colleagues.

### **General Function**

To organize and create structured activities for the day campers. Implement a safe, controlled environment and fun filled program centered on activities appropriate for children ages 4-13. Provide director supervision of camp counselors.

### **Entry Requirements**

- Two years of college or more preferred.
- Previous experience working with children preferably in a day camp.
- Hold current certification of CPR, First Aid, training and handling of blood borne pathogens, attend training on Child Abuse reporting.
- Lifeguard certification preferred.
- Good oral and written communication skills.
- Ability to maintain rapport and confidentiality.

### **Job Requirements**

Promotes a positive environment with children, staff and parents. Appreciates the needs of children. Must be a good role model, patient and enthusiastic.

### **Principal Activities**

- Supervise camp counselors.
- Assist in planning and implementing staff training.
- Plan a comprehensive program for campers to receive a quality lesson in archery, canoeing, nature study, arts and crafts, swimming, air-rifle safety, healthy living, sports, and games.
- Planning and implementation of all camp special events each week.
- Assign a counselor to be in charge of the bus program weekly.
- Divide the campers into the appropriate age groups weekly.
- Ensure that parents have paid in full for the week of camp.
- Maintain a high safety standard and ensure that all counselors take care of and record all accidents that occur.
- Maintain accurate and detailed documentation on incident and accident reports.
- Open and close the camp each day.
- Notify Associate Executive Director of any absences of staff.
- Provide weekly certificates for the camp counselors.
- Purchase program supplies weekly.
- Prepare weekly audits to give to the Associate Executive Director.
- Be knowledgeable of emergency procedures.
- Create skits, awards, and other assigned duties for the parents' luncheon program.

- Evaluate the Leaders in Training and the Junior Counselors.
- Maintain good communication and work cooperatively with the participants, junior counselors, parents, volunteers, and co-workers.
- Notify parents if a child is misbehaving and or if a child gets hurt at camp.
- Other duties as assigned by the Associate Executive Director.