



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **Central Connecticut Coast YMCA Position Announcement**

Job Title: Day Camp Program Specialist  
Salary Range: \$580.00-\$750.00/Biweekly  
FLSA: Seasonal-exempt – Full-time

Reports To: Camp Director  
Work Location: Camp Tepee YMCA Summer Camp  
Work Schedule: Monday-Friday, 8:15am-4:15pm

### **A Career with a Cause:**

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. Our mission is to put Judeo-Christian principles into practice through programs that build healthy spirit, mind, and body for all. The Y strengthens the foundations of communities and families through our key areas of focus; youth development, healthy living, and social responsibility and our core values of caring, honesty, respect, and responsibility. We are committed to this cause because a strong community is achieved when we invest in our children, health, neighbors, and values.

**We are welcoming:** we are open to all. We are a place where you can belong and grow. **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.

### **Position Summary:**

This position supports the mission and work of the Y, a leading nonprofit, charitable organization. The Day Camp Program Specialist at the Central Connecticut Coast YMCA provides various camp programs in their area of specialty, for a group of children of at a seasonal day camp. Maintains a supportive, positive atmosphere that welcomes and respects all individuals while promoting and maintaining safe conditions in accordance with YMCA policies and procedures. Creates positive, nurturing relationships with children, while building cooperative relationships with parents/caregivers. Promotes and supports the potential of all youth in programs and facilitates peer-to-peer connections as part of the overall camp experience. The Day Camp Program Specialist assures the well-being for each participant in line with YMCA of the USA guidelines and association policies in accordance with their training.

### **Salary and Benefits:**

- Salary Range: \$580.00-\$750.00/Biweekly, Seasonal-exempt
- YMCA Membership

### **Essential Functions:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The essential functions of this position include, but are not limited to the following:

- Models the YMCA core values of caring, honesty, respect, and responsibility with members, colleagues, guests, volunteers, and vendors.
- Develops and maintains positive relationships with campers, volunteers, members, and colleagues at all levels of the organization; helps participants and families connect with each other and the YMCA through motivational support and guidance; and encourages family involvement.
- Implements energizing, fun, safe, and educational programs, as directed by the supervisor, in accordance with YMCA guidelines, having prepared lesson plans and curriculum accordingly with room for flexibility, and supports campers in achieving and celebrating their goals.
- Maintains inventory of equipment and/or supplies. Assists with placement of orders in accordance with camp procedures. Maintains proper attendance, records, and reports as directed.
- Follows all Camp procedures and guidelines including those pertaining to health and safety, camper supervision, drop-off/pick-up, attendance, forms, reports, and staff expectations as required by the YMCA, licensing, and the state health department.
- Ambassador of all YMCA programs with a focus on Camp programs, schedules, and member engagement.
- Maintains physical presence, remains alert at all times while on duty, maintains constant visual attention to campers, and remains aware of camp surroundings.
- Knows and reviews all emergency procedures and responds to emergency situations immediately in accordance with YMCA policies, procedures, completes related reports as required.
- Knows, follows, and enforces all YMCA policies, rules, regulations, and procedures, including emergency and safety procedures, and those for the prevention of child abuse and the rule of three.
- Assists with and attends all mandatory meetings and trainings.

### **YMCA Leadership Competencies:**

- **Collaboration:** Creates sustainable relationships within the Y and with other organizations in service to the community.
- **Communication & Influence:** Listens and expresses self effectively and in such a way that engages, inspires, and builds commitment to the Y's cause.
- **Program/Project Management:** Ensures program or project goals are met and intended impact occurs
- **Inclusion:** Values all people for their unique talents, and takes an active role in promoting practices that support diversity, inclusion, and global work, as well as cultural competence.

- **Functional Expertise:** Executes superior technical skills for the role.
- **Developing Self & Others:** Develops self and supports others (e.g., staff, volunteers, members, program participants), both formally and informally, to achieve their highest potential.

**Experience, Education, and Qualifications:**

- If certification is required, must have certification or ability to obtain certification in specialty area assigned
- At least one year of experience in implementing camp programs preferred
- At least one year of experience as a senior counselor or specialty director at a licensed day or resident camp
- At least one year of training and/or experience in specific specialty area assigned.
- At least 1 year of post-high school education in a related field) preferred
- Current First Aid, Adult and Child CPR, AED, and O<sub>2</sub> administration certifications preferred.
- Demonstrated ability to work with and relate to school-age children, teens, and one's peers.
- Demonstrated ability to create, schedule, organize, and implement daily camp activities, special events, and staff training activities.
- Demonstrated ability to communicate, supervise, and work with assigned ages and skill levels, and provide necessary instructions.
- Good role model, of high integrity, and adaptable
- Valid driver's license and an acceptable driving record is preferred

**Trainings & Certifications:**

- Current program-specific certifications that are required include, *see addendum*
- Current CPR, AED, First Aid, and Oxygen Administration *by the start of camp.*
- Must complete online New Employee Orientation, Child Abuse Prevention, Mandated Reporter, Bloodborne Pathogens, Hazard Communication, and Employee Safety trainings prior to start of position.
- Must complete department onboarding prior to start of position.

**Effect on End Results:**

This position strongly impacts the effectiveness with which the Central Connecticut Coast YMCA accomplishes its mission. The role requires that the Day Camp Program Specialist be committed to delivering high quality results, building positive relationships, maintaining a safe environment, and fostering a healthy community for all.

- Camp environment/facility is safe, welcoming, clean, and free of hazards.
- All YMCA programs are recognized in the community as high quality and safe programs.
- All applicable licensing standards, grant stipulations, YMCA policies, state and local laws, and YMCA of the USA risk management recommendations are met or exceeded.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to type, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Must be able to run, walk or stand and fully participate in camp activities for up to 8 hours. Ability to conduct activities, and perform all physical aspects of the position.

**Work Environment:**

This job operates in a recreational and educational environment. This role routinely uses standard sports and recreation equipment such as gym equipment, sports equipment, and office equipment such as phones, photocopiers, filing cabinets, and fax machines. At times, employees may be exposed to undesirable working conditions, communicable infectious diseases, and risk of injury from others. All employees are required to follow the preventative health policies of the YMCA at all times. The noise level in the work environment is moderate to high.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Websites for More Information:**

- [www.cccymca.org](http://www.cccymca.org)
- [www.brbc.org](http://www.brbc.org)

**Application Information:**

Submit a cover letter, resume, and four references by March 30, 2019 to Kathleen Riley, Youth and Family Services Director at [kriley@cccymca.org](mailto:kriley@cccymca.org).