



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Central Connecticut Coast YMCA Position Announcement

Job Title: Day Camp Unit Director
Salary Range: \$615.00-800.00/Biweekly
FLSA: Seasonal-exempt – Full-time

Reports To: Assistant Camp Director
Work Location: Hamden/North Haven 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 Unit Director at the Central Connecticut Coast YMCA directly supervises and effectively leads an assigned age group of campers and staff assigned to that unit in a seasonal day camp. Creates positive, nurturing relationships with children and staff while building cooperative relationships with families. Promotes and supports the potential of all youth in programs, and facilitates peer-to-peer connections as part of the overall camp experience. Maintains a supportive, positive atmosphere that welcomes and respects all individuals and provides direct leadership, instruction, motivation, safety, and enjoyment for Camp participants and staff. The Day Camp Unit Director assures the well-being for each participant and staff in line with YMCA of the USA guidelines and association policies in accordance with their training.

Salary and Benefits:

- Salary Range: \$615.00-\$800.00/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 and teaches the YMCA core values of caring, honesty, respect, and responsibility with members, colleagues, staff, guests, volunteers, and vendors.
- Develops, maintains, and facilitates positive relationships with and between volunteers, members, program participants, staff, and colleagues at all levels of the organization; helps participants and families connect with each other and the YMCA; and encourages family involvement.
- Assists directors with supervision of Camp staff, including: direct supervisor of Senior Counselors assigned, recruitment, hiring, training, meetings, evaluation, recognition, coaching, disciplining, and scheduling.
- Assists with development and implementation of Camp programs and risk management in accordance with YMCA guidelines; supports and directs staff in lesson and program planning, and scheduling; and supports campers and staff in achieving their goals through motivational support and guidance.
- Follows and enforces all Camp procedures and guidelines including those pertaining to the Child Care Discipline Policy, health and safety, pick up, drop off, forms, attendance, reports, and staff expectations as required by the YMCA, licensing, and state health department code.
- Communicates with staff, campers, and parents in a timely and professional manner and answers questions that will support a positive experience with the Y.
- Ambassador of all YMCA programs with a focus on Camp programs, and member engagement.
- Maintains physical presence at all times while on duty, monitors and administers safety checks and drills, remains aware of camp surroundings and campers ensuring a pleasant, professional, and safe camp environment.
- Knows, follows, and enforces all YMCA policies, rules, regulations, and procedures, including emergency and safety procedures, and those for the prevention of child abuse including the rule of three; and supports other staff to do the same.
- Attends all mandatory meetings and trainings.

YMCA Leadership Competencies:

- **Critical Thinking & Decision Making:** Makes informed decisions based on logic, data, and sound judgment.
- **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.
- **Emotional Maturity:** Demonstrates ability to understand and manage emotions effectively in all situations.

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

Experience, Education, and Qualifications:

- At least one year of experience as a senior counselor or specialty director at a licensed day or resident camp
- At least 1 year of post-high school education in a related field
- Demonstrated ability to create, schedule, organize and implement camp activities and staff training
- Demonstrated ability to communicate, supervise, and work with assigned ages
- Good role model, of high integrity, and adaptable
- Valid driver's license, and an acceptable driving record is preferred
- Possess and demonstrate excellent customer service, decision-making, problem solving, team oriented, and critical thinking skills
- Demonstrates leadership skills in an outgoing, friendly, assertive, professional, and mature manner
- Effective communication skills necessary to inform, counsel, motivate, and support members and staff
- Must be observant, safety-conscious, and able to react calmly and quickly in an emergency.

Trainings & Certifications:

- 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.
- Certification in CPR, AED, O2, and First Aid - *required for job placement.*

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 Unit Director be committed to delivering high quality results, building positive relationships, maintaining a safe environment, and fostering a healthy community for all.

- All YMCA programs are recognized in the community as high quality and safe programs.
- Participants and staff set and achieve personal goals.
- All applicable licensing standards, grant stipulations, YMCA policies, state and local laws, and YMCA of the USA risk management recommendations are met or exceeded.
- Camp staff embody the mission and values of the YMCA.
- Positive image of the Central Connecticut Coast YMCA is achieved.

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. Position requires sitting for extended periods of time and repetitive data entry. 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
- www.brbc.org

Application Information:

Submit a cover letter, resume, and four references by March 30, 2019 to Erin Kelly, School-Age Child Care/Camp Director at ekelly@cccymca.org