



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

DAY CAMP DIRECTOR/SACC PROGRAM COORDINATOR JOB DESCRIPTION

Job Title: **Day Camp Director/SACC Program Coordinator**

FLSA Status: Exempt/Full Time

Reports to: Operations Director

Revision Date: November 2018

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Develops, organizes and implements high quality YMCA program in Day Camp and School Aged Child Care. This position creates activities, hires, trains and supervises camp staff, maintains safety, coordinates groups, and implements YMCA core values based programming, develop thematic activities and supervises daily camp activities.

ESSENTIAL FUNCTIONS:

1. Directs and supervises program activities to meet the needs of the community and fulfill YMCA objectives.
2. Recruits, hires, trains, develops, schedules and directs staff and volunteers as needed. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals.
3. Establishes new program activities and expands program within the community in accordance with strategic and operating plans.
4. Assists in the marketing and distribution of program information, may organize and schedule program registrations.
5. Creates and schedules all camp sessions and activities.
6. Monitors daily camp operations to adhere to all state, local and YMCA health and safety regulations.
7. Secures facilities and admission for day camp field trips and events.
8. Secures and monitors transportation for field trips.
9. Purchases and maintains supplies for camp activities.
10. Purchases and distributes camp t-shirts.
11. Develops and maintains collaborative relationships with community organizations.
12. Develops and monitors program budget to meet fiscal objectives.
13. Coordinates use of facilities for program activities and events.
14. Creates and implements monthly programming in the School Aged Child Care Program.
15. Assists in YMCA fund raising activities and special events.
16. Models relationship-building skills in all interactions. Responds to all member and community inquiries

POCONO FAMILY YMCA

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and complaints in timely manner.

17. May assist with Program Committee meetings.
18. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in programs.
19. Performs other duties as assigned.

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. 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.

QUALIFICATIONS:

1. Bachelor's degree in related field or equivalent.
2. Prefer at least two years experience at an ACA accredited camp program.
3. Requirements within 30 days of hire include: completion of: Child Abuse Prevention for Supervisory Staff; Working with Program Volunteers; CPR; First Aid; AED; Bloodborne Pathogens.
4. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

WORK ENVIRONMENT & 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations (depending upon the programs).

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____