



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

## **Job Title: ACTIVITY DIRECTOR**

**Department: Adventure, The Arts, Athletics, Boating, Day Camp (Program & Waterfront), Equestrian, Waterfront.**

**Supervisor: Senior Program Director**

Camp Sloane YMCA is a 90+ year-old independent, non-profit charitable overnight and day camp. Camp Sloane YMCA is a member organization of the YMCA of the USA, licensed as a Youth Camp by the State of Connecticut and accredited by the American Camp Association. Our mission is to put Judeo-Christian principles into practices through programs that build healthy spirit, mind and body for all. Our campers come from the New York City metropolitan area and beyond, and represent a large diversity in socio-economic, religious, racial and ethnic background. Our staff members pride themselves on being positive role models whom our campers will remember for the rest of their lives.

### **Job Description:**

Plan and deliver programs for overnight and day campers which are safe, incorporate skill progression and are age appropriate. This program shall meet the primary goals of maintaining a safe activity environment, helping campers make lasting friendships and challenging campers by increasing knowledge and skills. Activity directors supervise counselors in their respective program area to ensure that each camper is receiving a well-balanced, growth-producing camp experience. Maintain clean and orderly program space and equipment, including all storage, grounds and facilities. Manage any issues that arise with the staff who work in your program area. Maintain records of training and observation of staff skills.

### **Requirements:**

1. 20 years of age
2. Physical and mental endurance to respond or assist in responding during an emergency
3. Van driver training (provided by Sloane) if 21+, currently licensed and clean driving record
4. Ability to lift 50 lbs.
5. Can work long days (12 hours +) involving significant amounts of physical labor (standing, walking, lifting, carrying, using tools, etc.)
6. Can communicate effectively with people of all ages, genders, and backgrounds (including racial, national, ethnic, sexual orientation, and

socioeconomic)

7. Live in a platform tent with other staff members and campers. Reside in a village environment that includes other staff and campers.
8. Willing to commit to the full summer contract (about 11 weeks) from early June–mid–August (specific dates depend on year).

**Preferred:**

1. Some college
2. Supervision experience

**Experience:**

1. Preferred experience as a Camp Counselor
2. Should possess knowledge, interest and skills in a variety of camp programming including team building activities and supervising peers
3. Must have the ability to communicate with and supervise young adults and children
4. Some staff training experience is preferred but not required.
5. Show maturity, good judgment, creativity and experience in a variety of situations

**Responsibilities:**

- Managing and maintaining a safe program environment, helping campers make lasting friendships and challenging campers by increasing their knowledge and skills
- Supervise and guide a group of campers to ensure a positive and nurturing camp experience for each participant.
- Be an active member of the Supervisor team, including assisting village staff, attending morning meetings, attending evening “on duty” hours, assisting with driving responsibilities, organizing theme days and completing staff evaluations.
- Supervise a program staff of up to 15 counselors in your activity area by holding daily meetings with staff, being available for one-on-one check-ins and delegating program area tasks to capable counselors.
- Keep attendance and maintain a constant count of campers.
- Plan, organize, and implement age-appropriate activities.
- Complete all required supervisory paperwork, including staff feedback and evaluations and staff skill observation reports.
- Attend and complete all staff paperwork and trainings.
- Acquaint campers with rules, activities, daily schedules, and traditions of camp.
- Ensure all equipment and supplies are properly used and maintained.
- Participate and assist in all camp activities.
- Follow pre-planned schedules and arrive on time to set activities. Plan and implement rainy day programming.

- Report all injuries immediately and fill out appropriate forms.
- Use the Behavior and Disciplinary Action Plan when correcting a camper.
- Become CPR & First Aid certified prior to the start of camp.
- Assist in meeting and maintaining YMCA, State, and ACA camping standards.

## **Leadership Competencies:**

**Mission Advancement:** Accepts and demonstrates YMCA core values. Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Demonstrates a desire to serve others and fulfill community needs.

**Collaboration:** Seeks first to understand the other person's point of view and remains calm in challenging situations. Builds rapport and relates well to others. Takes initiative to assist in developing others.

**Operational Effectiveness:** Strives to meet or exceed goals and deliver a high-value experience for members. Embraces new approaches and discovers ideas to create a better member experience. Makes sound judgments, and transfers learning from one situation to another.

**Personal Growth:** Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Demonstrates an openness to change and seeks opportunities in the change process.

## **Essential Job Functions**

- I. **Maintain the Safety of Program Participants and Staff**
  - a. Prioritize child safety as it pertains to Child Sexual Abuse. Maintain a rule-of-three supervision at all times. Report any suspicions of any employee that you suspect of sexually abusing a child to your supervisor immediately.
  - b. Maintain a vigilance for Peer-to-Peer Child Sexual Abuse. Immediately stop any untoward behavior and report to your supervisor immediately.
  - c. Will make decisions in conjunction with camp directors to determine whether or not safe conditions exist for programming (can be affected by weather, emergencies, or staffing ratios).
  - d. Report any issues as they occur to your supervisor, whether it is camper, staff, or equipment related.
  - e. Establish a culture of safety by leading by example and reacting immediately to any unsafe practices by campers and/or staff.
  - f. Be aware of and implement all State of CT and American Camp Association requirements as they pertain to your activity area.
  - g. Read, understand, and apply the Local Operating Procedures (LOP) for Camp Sloane's activities.
  - h. Maintain a log of the program describing any difficulties or incidents and their resolutions.
    - i. Take action to fix the issue immediately or advise supervisor about the problem.

## **II. Provide High Quality Programming**

- a. Oversee program quality for campers in your program area
  - i. Specifically watch instructors for quality of instruction and safety of their behavior
- b. Ensure that there are sufficient resources for each camper to participate fully in all activities
- c. Assist in training activity instructors
- d. Be available as a resource for instructors
- e. Establish criteria for acknowledgements of camper achievement by session and be prepared to recognize these achievements at the closing campfire
- f. Be willing to give and receive constructive criticism as well as learn from your experience to become a better supervisor
- g. Maintain a professional demeanor at all times while working with staff, campers, or guests of Camp Sloane
- h. Operate your program within the standards as set forth by Sloane's LOP, the State of CT, and the American Camp Association

## **III. Manage Staff**

- a. Have weekly discussions with activity instructors in a one-on-one setting to review any needs or areas of improvement
- b. Provide two written evaluations of ski staff – one at the end of session 1 and another at the end of session 3
- c. Provide a final written evaluation at the end of the summer to go in staff files
- d. Keep an open line of communication with supervisor regarding any staff management problems
- e. Support other activity directors in their efforts to manage their staff
- f. Schedule time off for ski staff
- g. Communicate with the waterfront directors regarding any schedule changes that may affect their programs or staff

## **IV. Working with other supervisory staff**

- a. Develop a positive working relationship with all supervisory staff
- b. Assist other activity directors and village directors in large camp events such as Campfires, Chapel, square dances, staff appreciation events, theme days and Activity Sign-ups
- c. Be available to assist in running tent bonding time and evening tent/village activities

## **V. Maintain Program Area**

- a. Conduct daily, weekly and monthly inspections of program areas and equipment and report any potential problems to supervisor or maintenance staff immediately
- b. Monitor the status of all equipment in conjunction with the Program Director and Camp Director. All unusable equipment/supplies should be discarded in a timely manner.
- c. Report problems to supervisor in a timely manner. Notify your supervisor immediately if you require additional program resources/supplies.

- d. Assist in coordinating equipment usage allowing as many participants to utilize our programs as possible
- e. Establish a culture of caring for the equipment by leading by example and holding instructors and campers accountable for the cleanliness and basic upkeep of the equipment
- f. Maintain a clean working environment in and around the program areas and any other work areas used
- g. Keep an orderly and organized storage shed/room reporting any damages to the facilities department
- h. Log all incidents (even minor ones) using the incident reporting system and be sure to inform your immediate supervisor regarding the incident
- i. Assist in maintaining facility cleanliness and appearance

**VI. Be an Effective and Impactful Leader of Staff**

- a. Be a role model for staff and campers
  - i. Model the four character values of Caring, Honesty, Respect, and Responsibility
  - ii. Be on time to all events and set a standard of hard work for your staff to follow
  - iii. Prevent negative or inappropriate influences from being a part of campers' and staff's time at Camp Sloane (i.e. mature language/discussions, illicit materials, nicotine products, etc.)
  - iv. Generally, lead by example and exhibit the behaviors you expect of your staff members
- b. Work to cultivate and develop staff
  - i. Assist staff members in your area by being a support for them
  - ii. Provide feedback regularly and in an appropriate manner
  - iii. Identify staff with leadership skills and work to help them develop their potential
- c. Actively supervise staff
  - i. Be directly involved in program delivery on a daily basis
  - ii. Recognize staff when they exceed expectations
  - iii. Appropriately discipline staff who do not meet expectations
- d. Enforce the rules of camp evenly and fairly to all campers and staff
- e. Develop a positive working relationship with peers, supervisors and directors based on mutual respect

---

Be prepared to accept additional responsibilities as deemed necessary by the Camp Directors and/or the Executive Director.

Camp Sloane YMCA reserves the right to change this job description as conditions change.

By signing your staff agreement, you acknowledge that you have read this job description thoroughly, and that you are both able and willing to fulfill the requirements of the position enumerated above.