



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

Job Title: Senior Program Director

Department: Overnight Camp

Supervisor: Assistant Camp 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:

Advisory Team position – Highest level seasonal staff position. The Senior Program Director oversees all Activity program areas and is responsible for the constant monitoring, supervision and planning of the Activity Sign Ups, Camper Schedules, Tent Bonding Time schedules, free swim periods and staff schedules. The end result is a successful program experience for each participant and staff person.

Requirements:

1. 21 years of age
2. Physical and mental endurance to respond or assist in responding during an emergency
3. Should possess knowledge, interest and skills in a variety of camp programming and have the ability to communicate, supervise, and teach campers & staff.
4. Van driver training (provided by Sloane) if 21+, currently licensed and clean driving record.
5. Ability to lift 50 lbs.
6. Can work long days (12 hours +) involving significant amounts of physical labor (standing, walking, lifting, carrying, using tools, etc.)

7. Can communicate effectively with people of all ages, genders, and backgrounds (including racial, national, ethnic, sexual orientation, and socioeconomic)
8. Willing to commit to the full summer contract (about 14 weeks) from early May – late August (specific dates depend on year).

Preferred:

1. Some college
2. Supervision experience

Experience:

1. Prior experience as a Camp Program Leader
2. Should possess knowledge, interest and skills in a variety of camp programming
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 camp counseling situations

Responsibilities:

- Supervise and guide all Activity Directors to ensure a positive and nurturing camp experience for all campers & staff.
- Guard campers' safety and welfare at all times.
- Plan, organize, and implement age-appropriate activities.
- Attend and complete all staff paperwork and trainings.
- Work cooperatively with other staff.
- Keep attendance and maintain a constant count of campers.
- 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 as required.
- 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.
- Complete all forms for a criminal record report and background check.
- 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 an organized, informed and engaged camp – staff and campers**
 - a. Plan and carry out well organized and complete staff training for new and returning staff members
 - b. Check-In daily with Assistant Camp Director
 - c. Check in daily with all Activity Directors
 - d. Prepare an end of summer review by mid-session 4
 - e. Lead and guide staff, working to ensure a positive experience for each staff member
 - f. Report any issues as they occur to your Camp Director, whether it is camper, staff, or equipment related
 - g. Organize and run camper activity schedules using CampMinder system. Work with office staff to chase campers without activity preferences.
 - h. Organize and run system for mid-week camper activity changes
 - i. Plan and schedule Tent Bonding Time activities for staff and campers
 - j. Be available as a resource for Directors, staff, and CITs
 - k. Provide food requests to kitchen at least 1 week out.
 - l. Advise Camp Administration of proposed scheduling changes, which could affect programming times
 - m. Be prompt when communicating changes and updates with all staff
 - n. Work toward meeting and maintaining YMCA and ACA Camping Standards and Best Practices

- II. Provide High Quality Programming**
 - a. Support Hill & Valley Directors with all disciplinary and behavioral issues
 - b. Implement the following into daily operations:
 - Child Development
 - Leadership Skills
 - Communication Skills
 - Core Values of Caring, Honesty, Respect and Responsibility
 - Activity Planning
 - Behavior Management
 - Group Dynamics
 - Positive Work Habits

- c. Oversee Activity Directors to ensure that quality activities are being run each day
 - i. Ensure all activity areas have set lesson plans for all classes
 - ii. Assist Activity Directors in making their staff teaching schedules
 - iii. Get supplies lists from Activity Directors and make orders/give lists to Assistant Camp Director in a timely manner
- d. Use established Behavior Management Plan when disciplining campers or staff. Report serious and persistent problems to the Camp Director immediately
- e. Be willing to give and receive constructive criticism as well as learn from your experience to become a better supervisor
- f. Maintain a professional demeanor at all times while working with staff, campers, or guests of Sloane

III. Manage Activities Staff

- a. Keep an open line of communication with supervisor regarding any staff management problems
- b. Support other ad staff and activity directors in their efforts to manage their staff
- c. Communicate with the other ad staff and activity directors regarding any schedule changes that may affect their programs or staff
- d. Provide Activity Directors with class schedules & rosters in a timely manner
- e. Oversee 'staff scheduling night' each week and assist Activity Directors with this.
- f. Support Activity Directors with special events & programs e.g. Performing Arts Showcase, PA Camp, Waterski Camp, Riding Camp

IV. Working with Advisory Staff

- a. Develop a positive working relationship with other Advisory team members
- b. Take the lead in planning and implementing tasks such Tent Bonding Time and activity scheduling
- c. Be available to assist in running TBTs and evening activities
- d. Support Special Programs Coordinator and Summer Assistant Director with Theme Day planning

V. Maintain Staff and Camper Safety

- 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. Maintain CLEAN living and work areas
- d. Report problems to Executive Director or a supervisor in a timely fashion
- e. Assure that all camp facilities/areas are clean after each use
- f. Guard the safety and welfare of all campers, reporting all accidents immediately and documenting them properly (incident reports)
- g. Establish a culture of caring for camp property by leading by example and holding instructors and campers accountable for the cleanliness and basic upkeep of camp property and equipment

- h. Log all incidents (even minor ones) using the incident reporting system and be sure to inform your immediate supervisor regarding the incident
- i. Support Instructors in checking all activity areas DAILY for cleanliness and orderliness ensuring that any parents/visitors will encounter clean living and activity areas at any time, night or day
- j. Serve as Officer of the Day (OD) on a rotation with other Director staff throughout the summer

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 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 by being a constant presence and 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 Program 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.