

## SUMMER JOB ANNOUNCEMENT/DESCRIPTION

**POSITION TITLE:** Sports Day Camp Program Coordinator

**REPORTS TO:** Youth Sports Director

**DATE:** Summer 2010

**GENERAL FUNCTION:** Sports Day Camp Coordinator is to facilitate keeping the camp running on schedule, meeting with parents, assisting sports camp counselors. This position is responsible for carrying out overall camp program operations, teaching activities and communicating to sports director of any and all problems. It is also the responsibility of the coordinator to make sure that the individual needs and interests of the children are met within the policies and procedures of the YMCA and the State of Wisconsin.

The YMCA Sports Day Camp is for youth ages 6-11. Sports Day Camps are held at Roosevelt School and include a variety of theme weeks and both indoor and outdoor sports activities, swimming, arts & crafts, field trips and much more! Program runs from June 14– August 20, 2010 and staff training is June 1-7, 2010.

**QUALIFICATIONS:** Sports Day Camp Program Coordinator must be at least 21 years of age and have previous camp or related leadership experience. A valid driver's license, CPR and first aid are required. Lifeguarding certification preferred. Training and/or experience in one or more of the following areas are desired: sports education, camp counseling, team building, experiential education, outdoor adventure/recreational activities, and arts & crafts. Preference will be given to applicants who have completed college course work or a degree in physical education, health promotion, recreation or related fields. Must be flexible, energetic, dedicated, organized, able to create lesson plans, help with office work and a responsible team player.

**PHYSICAL REQUIREMENTS:** Must be able to lead and participate along with groups of campers in various physical activities and in various indoor/outdoor settings. Such activities may include traditional camp activities, team building, swimming, and sports activities. Prior to work all staff will be required to provide a Physician signed health examination which includes a Mantoux Tuberculin Skin Test.

**SALARY:** Salary pay ranges from **\$355 - \$360** per week (depending on experience and qualifications).

**APPLICATIONS:** For more information and application forms, please contact:

Joe Seubert, Youth Sports Director  
Stevens Point Area YMCA  
1000 Division Street  
Stevens Point, WI 54481  
[jseubert@spymca.org](mailto:jseubert@spymca.org) (715) 342-2980 ext. 311

**APPLICATION DEADLINE:** Positions will be filled as qualified applicants are identified with the intent that all positions will be filled by April 15<sup>th</sup>.

**WORK SCHEDULE:** A typical workday is 8:00am-6:00pm, Monday –Friday and may also required to work a rotational pre and post camp (3-4 times per week dependant on need) from 7:00am-9:00am and/or 4:30pm-6:00pm. Weekly staff meetings will also be held. The staff training dates as identified below are required. There is a maximum of 12 full work weeks available. Some pre-camp work may also be required and will be paid on an hourly basis.

**Summer Theme Weeks Include:**

June 1-7	Staff Training
June 8-11	Week 1 – No Sports Camp (Prep week)
June 14-18	Week 2 - Soccer
June 21-25	Week 3 - Basketball
June 28-July 2	Week 4 - Wii Get Fit
July 5-9	Week 5 – Track & Field
July 12-16	Week 6 - Fishing
July 19-23	Week 7 - Recreation
July 26-30	Week 8 - X-treme Sports
Aug 2-6	Week 9 - Baseball
Aug 9-13	Week 10 - Flag Football
Aug 16-20	Week 11 - Soccer

**KEY RESULT AREAS:**

- Provide a SAFE and FUN experience for all summer camp program participants.
- Ensure smooth program operations that are responsive to participants needs.
- Create fun and educational activities.
- Establish positive and productive relationships with campers, parents and staff.  
Be a Counselor and a friend.
- Support social, emotional, spiritual, and physical development and provide positive guidance to all program participants.
- Provide positive leadership and role modeling.
- Maintain a flexible, energetic, and mature attitude.
- Incorporate Character Development, the YMCA Four Values, and the YMCA mission into all aspects of the summer camping programs.
- Maintain a commitment to professionalism and quality programming.
- Ensure the safety and well being of participants by; knowing participant locations at all times, making participants aware of and enforcing appropriate safety regulations and procedures, applying appropriate behavior management techniques, and maintaining all program equipment and facilities.
- Work as a contributing team member and demonstrate initiative.
- Adhere to the Stevens Point Area YMCA Code of Conduct, Staff Polices and Day Camp Licensing procedures.
- Adhere to OSHA standards and guidelines.

I understand and mutually accept that the above job description represents my agreement as to the job to be performed and that this job description is not a contractual agreement.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Employer Signature \_\_\_\_\_

Date \_\_\_\_\_