

STEVENS POINT AREA YMCA POSITION DESCRIPTION

Position Title: Youth & Teen and Camp Program Director
Reports To: Youth & Family Services and Camp Director
Department: Youth and Family Services

GENERAL FUNCTION

Under the guidance of the Youth & Family Services and Camp Director, this position is responsible for the organization, delivery, and quality of the Youth, Teen and Summer Camp programs, including planning, developing, evaluating, modifying, expanding and supervising all associated programs and staff. This is accomplished in accordance with the YMCA Mission and general operational policies and procedures of the Stevens Point Area YMCA. This position works independently under general direction and is expected to determine how to accomplish tasks.

QUALIFICATIONS

The listed qualifications are representative of the attributes necessary for successful performance of the position. Substitution of comparable training or abilities, as well as reasonable accommodations for persons with disabilities, will be taken into consideration.

Education/Training/Certifications:

1. Bachelor Degree in education, child development, recreation, camp management, environmental education, or related field.
2. CPR and First Aid certification within 90 days of employment
3. New Staff Orientation within 90 days of employment
4. Blood Borne Pathogens Training within 30 days of employment
5. Lifeguarding certification preferred prior to start of Summer Camp program
6. ARC Emergency Response or equivalent required by start of Summer Camp Program.

Technical Knowledge/Skills:

1. At least two years experience working with youth, ages 9-17 years.
2. At least two years summer camp experience in a leadership capacity
3. Must meet qualifications for:
 - (a) Camp Director according to HFS 175 Licensing Rules for Recreational and Education Camps
 - (b) Camp Director according to HFS 252 Licensing Rules for Day Camps
 - (c) HFS 175 Camp Health Supervisor
4. Experience in outdoor adventure/recreational activities (eg. backpacking, canoeing, rock climbing), experiential education, environmental education, waterfront supervision, arts and crafts, campfires and field sports.
5. A thorough working knowledge of the characteristics and development of youth and age-appropriate programming.
6. Must have a background in team building activities, group dynamics, conflict resolution, and relationship building with teens.
7. Proficiency in word processing, spreadsheets, and other basic computer functions
8. Supervisory experience and skills
9. Experience with recruitment and management of volunteers

Proficiencies and Professionalism:

1. Language Skills -- Ability to:
 - Read, analyze, and interpret general and technical business communications
 - Write reports, business correspondence, marketing materials and procedure manuals
 - Effectively present information and respond to inquiries at an individual or group level
2. Mathematical Skills -- Ability to:
 - Accurately calculate cost/benefit analysis
 - Determine and monitor program budgets
3. Cognitive Skills -- Ability to:
 - Solve practical problems, while considering various impacting factors
 - Interpret instructions in variety of written or oral formats
4. Work Performance Skills -- Ability to:
 - Organize, prioritize and manage tasks with limited supervision
 - Cooperatively balancing department and organizational goals
 - Be an effective team member
 - Perform in leadership capacity

Exercise professional judgment
Make good, sound decisions and take decisive action when called to do so
Consistently and positively interact with customers and coworkers
Demonstrate willingness to learn, accept responsibility, take initiative and be flexible
Maintain confidentiality
Represent the YMCA in a professional manner both inside and outside the YMCA through a positive and well motivated attitude and support of YMCA programs, mission and goals
Exhibit the core values of Caring, Honesty, Respect and Responsibility

PHYSICAL REQUIREMENTS

Position requires employee to observe/evaluate facility and groups of customers/staff by sight and sound. Must be able to easily move through all program areas and effectively communicate and actively interact with customers. Must be able to lift, carry and load equipment, furnishings, and program supplies (75-100 pounds). Must be able to perform physical functions necessary to program instruction and participation, including but not limited to, squatting, bending, kneeling, spotting program participants and demonstrating use of program equipment or program skills.

PRINCIPLE ACTIVITIES

1. Plan, develop, schedule registration, secure locations and manage all programming in the department.
2. Develop and periodically review an effective, efficient department structure. This includes daily program operational procedures and guidelines/standards for program delivery.
3. Observe, monitor, and evaluate all programs on an on-going basis both formally/informally and with input from members/participants/staff. This includes effectively responding to concerns, suggestions, and complaints.
4. Using program/participant data and trend information, monitor, revise and develop programs.
5. Develop and revise program policies and procedures.
6. Supervise departmental staff and volunteers:
(a) Full-Time Employees: (Seasonal) Summer Camp staff
(b) Part-Time Employees: Summer Camp Staff
Family Prime Time and Teen Center Attendants
Teen Night Staff
Teen Programming Staff
Duties include: staff selection, training, scheduling, directing, and performance evaluation/rewards/discipline.
7. Specific to summer camp programs (day and residential); Assist Youth & Family Services and Camp Director with the following:
(a) Plan, develop, schedule registration, secure locations, promote and manage all programming
(b) Ensure all programs are operating in accordance within YMCA policies, procedures and in compliance with State Licensing requirements. This includes staff/child ratios, continuing education records, non-compliance paperwork, classroom, medical journals, and staff/child files.
(c) Ensure program quality in the delivery of all aspects of camp operation utilizing accreditation criteria as the measurement standard.
(d) Observe, monitor, and evaluate all camp programs on an on-going basis both formally/informally and with input from parents/children/staff. This includes effectively responding to concerns, suggestions, and complaints.
(e) Using program/participant data and trend information, monitor, revise and develop programs.
(f) Develop and revise camp program policies and procedures.
(g) Responsible for all functions relative to camp facility management.
8. Ensure all departmental staff receive appropriate position orientation, annual OSHA training, ongoing training, and opportunities to attend employment meetings.
9. Plan and conduct periodic staff meetings and trainings.
10. Develop, monitor and revise short and long-range training plans for departmental staff, with emphasis on increasing staff retention and enhancement of program quality.
11. Develop, implement and monitor the department budgets, making income and/or expense and/or personnel modifications as required to meet goals and YMCA Mission.

12. Oversee purchase of all program materials, supplies, and equipment.
13. Assist Youth & Family Services Director with securing United Way and grant funds for programs.
14. Assume lead role in youth fundraising activities/events.
15. Using various media sources and creative marketing techniques, develop, write, and execute all marketing and informational materials related to the department. Materials are coordinated through Youth & Family Services Director and/or Associate Executive Director.
16. Develop and appropriately revise departmental and program documentation.
17. Oversee program environment, ensuring safety and aesthetics of space and equipment.
18. Maintain timely and accurate communication with departmental staff and colleagues.
19. Serve as substitute in program areas as needed.
20. Develop and maintain collaborative relationships with other community organizations and townships.
21. Develop awareness and an atmosphere of support for the YMCA and its programs within the community, through active membership in related YMCA, community, educational and professional organizations.
22. Serve as contributing management team member in the overall YMCA organization to develop and maintain operation of a quality, charitable, non-profit organization
23. Participate in rotation of Manager on Duty shifts.
24. Serve in lead or supporting roles for identified YMCA special events.
25. Demonstrate and communicate YMCA Mission, purpose, goals, policies and standards to staff, volunteers, parents and program participants.
26. Attend specified organizational meetings and communicate relevant information to department staff.
27. Perform other duties as assigned by the Youth & Family Services Director, Associate Executive or Executive Director.

EFFECT ON END RESULTS

1. Functional responsibilities are satisfactorily met as evidenced by minimum of competent rating in performance review.
2. Annual department goals are met.
3. Customer/family satisfaction is rated high as determined by statistical survey data.
4. Employees are well trained and knowledgeable in YMCA operation, programs and services.

I have read and understand the above Position Description. I agree to fulfill all requirements necessary for the performance of all job segments described. I understand and mutually accept that the Position Description is not a contractual agreement.

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____