



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

## **Southwestern Montana Family YMCA JOB DESCRIPTION**

Job Title: Summer Camp Director

FLSA Status: Full Time Seasonal (June-August)

Revision Date: 02/2022

Reports to: CEO/Program Director

Supervises: Summer Camp

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### **POSITION SUMMARY:**

Oversees the development and operations of Summer Camp, its staff and programming. Ability to design and teach camp activities. Supervises trains and supports camp staff, develops, plans and implements new procedures, systems and methods to promote child satisfaction and member retention through program participation. Leads staff to provide excellent service to children in a safe, enjoyable, and positive environment that promotes engagement in accordance with YMCA policies and procedures.

### **ESSENTIAL FUNCTIONS:**

1. Develops and implements a comprehensive strategic plan to advance the Y's key area of focus in Youth Development.
2. Hire, train and supervise all staff necessary for camp operations.
3. Track staff requirements and ensure training updates.
4. Ability to lead by example, conducting group activities.
5. Available to meet with parents, ensuring positive relationships.
6. Maintain high level of staff competency and customer service throughout the department.
7. Maintain a clean, safe work area, and practices good safety habits using YMCA policies.
8. Able to work Monday-Friday, 8-9 hours per day.
9. Able to stay within the summer camp budget to support YMCA financial objectives.
10. Develop and implement strategies to ensure that the highest possible safety and child abuse prevention standards are incorporated into all YMCA programming.

### **CORE COMPETENCIES:**

#### **CUSTOMER SERVICE**

- Always have a friendly, helpful attitude and wear a smile.
- Take initiative to greet and assist, program participants in a professional and friendly manner.
- Actively listen, reflect and respond to questions and concerns in a caring manner. When the opportunity presents itself, go above and beyond to resolve the situation immediately.

**OPERATIONAL EFFECTIVENESS/SAFETY**

- Follow and enforce all YMCA procedures and policies, including those related to: personnel guidelines, medical and disciplinary situations, child abuse prevention, safety guidelines, facility access procedures, membership policies and emergencies. Complete Incident Report Forms as required.
- Be knowledgeable of all current Emergency Action Plans and carry out plans as necessary.
- Maintain a clean and safe YMCA. Take initiative to clean up/repair areas. Report safety issues to the appropriate supervisor.

**QUALIFICATIONS:**

1. One year or more experience working with and leading organized activities with children.
2. At least 18 years of age.
3. CPR, First Aid, Child Abuse Prevention, Concussion Training will be provided if needed.
4. Ability to plan, organize, and implement age-appropriate program activities for K-6th grade.
5. Desire and ability to work with children.

**Physical Demands:**

1. Ability to thrive in a fast paced environment.
2. Ability to lead and participate in a range of activities.
3. Ability to handle multiple tasks simultaneously.

**This job description may not be all inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.**

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Directors Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_