



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Winona Family YMCA

Job Title: **Camp Coordinator**

Job Code: ###

FLSA Status: Non-Exempt Full Time Seasonal (Summer)

Job Grade: 5

Reports to: CEO

Date Prepared: 1/11/23

Leadership Level: Team Leader

Revision Date:

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Camp Coordinator is responsible for the planning, delivery, and overall operations of Camp Wenonah and will ensure safety, high quality and growth of the program. The Camp Coordinator shall be responsible for the planning and delivery of various sports, and recreation programs.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

GENERAL ESSENTIAL FUNCTIONS:

1. Perform excellent service to all members, staff, volunteers and guests.
2. Build relationships by using names and initiating conversations with all members, staff, volunteers and guests.
3. Communicate with supervisor, staff, members, guests, and volunteers in a clear, concise and positive manner while using Listen First skills.
4. Understands, supports and is committed to the YMCA cause and our role in the community as a leader in Youth Development, Healthy Living and Social Responsibility.
5. Develop and implement cause-driven programming that promotes Youth Development, Healthy Living and Social Responsibility.
6. Work closely with the Marketing Director on marketing/promotions to ensure consistent messaging around the Y as a cause-driven charitable organization.
7. Work to ensure a diverse and inclusive culture at the Y.
8. Know and follow the established Human Resources and Business Services procedures of the association.
9. Responsible for assuring high standards of program quality and safety in accordance with YMCA safety and risk management policies.
10. Follow all policies and procedures as set forth in the employee handbook, director handbook, department handbook and the emergency response plan manual.

11. Recruit, hire, train, supervise, develop and schedule all employees and volunteers within your department.
12. Lead, direct and/or teach activities for which employees or volunteers cannot be secured.
13. Develop your department's annual budget; monitor and adjust as needed.
14. Complete and approve payroll for your department as outlined in the payroll guidelines.
15. Act as a positive role model while implementing YMCA character development and following the four core values of Caring, Honesty, Responsibility, and Respect.
16. Develop schedules for department and trainings.
17. Perform other related duties as assigned by your supervisor or the CEO.

CAMP ESSENTIAL FUNCTIONS:

18. Plan and implement Camp Wenonah programming, including icebreakers/energizers, activities and games, lessons, and more with campers ages K-8th grade.
19. Oversee camp facility rentals of outside organizations/groups.
20. Build effective, authentic relationships with participants and parents; helps them connect with each other and the YMCA. Encourage parent involvement and identify additional potential programs of interest.
21. Effectively communicate information related to program details, special events, etc. Know, understand, and consistently apply safety rules, policies and guidelines for ropes courses and camp areas and provide active supervision to campers at all times.
22. Maintain and secure equipment. Perform equipment checks and ensure appropriate equipment is available as needed. Reports damaged equipment or facility safety concerns. Updates ropes course log after each use.
23. Maintain records as required (i.e. attendance, equipment safety checks, participant evaluation, etc.)

LEADERSHIP COMPETENCIES:

- **Change Leadership:** Facilitates, co-creates, and implements equitable change for the good of the organization and/or community.
- **Engaging Community:** Builds bridges with others in the community to ensure the Y's work is community-focused and welcoming of all, providing community benefit.
- **Philanthropy:** Secures resources and support to advance the Y's work.
- **Volunteerism:** Engages volunteers and promotes social responsibility at all levels of the organization.
- **Collaboration:** Creates sustainable relationships within the Y and with other organizations in service to the community.
- **Communication & Influence:** Listens and expresses self effectively and in a way that engages, inspires, and builds commitment to the Y's cause.
- **Inclusion:** Values all people for their unique talents, and takes an active role in promoting practices that support diversity, inclusion, and global work, as well as cultural competence.
- **Critical Thinking & Decision Making:** Makes informed decisions based on logic, data, and sound judgment.
- **Fiscal Management:** Manages the Y's resources responsibly and sustains the Y's nonprofit business model.
- **Functional Expertise:** Executes superior technical skills for the role.
- **Innovation:** Creates and implements new and relevant approaches and activities that improve and expand the Y's work and impact in the community.
- **Program/Project Management:** Ensures program or project goals are met and intended impact occurs.

- **Developing Self & Others:** Develops self and supports others (e.g., staff, volunteers, members, program participants), both formally and informally, to achieve their highest potential.
- **Emotional Maturity:** Demonstrates ability to understand and manage emotions effectively in all situations.

QUALIFICATIONS:

- One or more years of related experience and/or training in recreation, physical education, or other related fields preferred
- Supervisory experience preferred
- Excellent oral and written communication skills
- Strong interpersonal skills
- CPR/First Aid Certification within 30 days
- Ability to respond to safety and emergency situations

EQUIPMENT & APPLICATIONS:

- Microsoft Office
- Google Applications is a plus

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Frequently required to stand, walk, sit, use hands to manipulate objects, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, talk, hear and see.
- The ability to demonstrate activities and movements. This includes but is not limited to: standing, walking, running, jumping, shuffling, throwing, lifting overhead, and sitting/laying on the floor
- The ability to hear and speak to be heard by class participants
- Ability to lift equipment weighing up to 50 pounds