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WINONA FAMILY YMCA – JOB DESCRIPTION

To apply please email resume and cover letter to Janneke Sobeck at jsobeck@winonaymca.org.

Job Title: Camps Director

FLSA Status: Exempt

Job Type: Full-Time

Reports to: CEO

Pay Range: \$47,000 - \$51,000

Benefits: Paid time off, YMCA membership, YMCA programs discount including camp and child care, Employee Assistance Program, retirement plans, Child Watch (limited hours), required certifications, life and short term disability insurance, health, dental and vision insurance.

Summary/Objective

The Camps Director is a new position at our Y, offering a unique opportunity to revitalize and grow a camp program with a rich history of youth development. This role is perfect for a visionary leader eager to build something special and make a lasting impact.

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living, and social responsibility. The Camps Director oversees the management and daily operations of Camp Wenonah, including its summer day camp, group rentals, and retreats. Key responsibilities include planning and delivering high-quality programs, events, and trainings, fostering community partnerships, managing the budget, supervising staff, managing equipment, and identifying opportunities to maximize and improve facilities. The role involves directing and implementing a progressive camp program, both on and off-site, including activities for school groups, family camps, retreats, and specialized events.

Qualifications

- Required: Must be able to pass a background check.
- Required: Valid driver's license for frequent local travel.
- Required: CPR/First Aid Certification within 3 months of hire.
- Required: CPR/First Aid Instructor Certification within 6 months of hire.
- Required: Ropes Course Instructor Certification within 6 months of hire.
- Required: Wilderness First Aid Instructor Certification within 6 months of hire.
- Preferred: Bachelor's Degree in business, outdoor education, or related field.
- Preferred: 2+ years of experience in camp/recreational business operations, management, or related field.
- Preferred: Demonstrated skills in supervision, organizational systems, camping program development, and financial management.
- Preferred: 2+ years of YMCA experience, program delivery, or event management.
- Experience in facility management is a plus.

- Excellent leadership, human relation, and communication skills, including verbal, written, and telephone etiquette.
- High level of confidentiality and organization.
- Ability to respond to safety and emergency situations and to make solid decisions under pressure.

General Essential Functions

1. Adhere to job safety practices and risk management protocols per the Employee Handbook and Emergency Response Plan, including child abuse prevention standards and mandated abuse reporting requirements, to create and maintain a safe and secure environment for all.
2. Perform excellent service to all program participants, members, staff, volunteers and guests.
3. Play an active role in the Annual Campaign, and assist in special events as needed.
4. Recruit, hire, train, supervise, develop and schedule all employees and volunteers within your department.
5. Develop and monitor department budget to meet or exceed fiscal objectives. Explore new programs to create additional revenue streams.
6. Complete and approve payroll for your department.
7. Perform other related duties as assigned by your supervisor or the CEO.

Role Specific Functions

1. Direct progressive camp programs including on and off-site programs during summer months and outdoor-based programming in the fall, winter and spring.
2. Plan, develop, and implement robust camp programs and lead innovation of new programs, activities, events, and new business lines.
3. Teach classes for staff and the community, such as Wilderness First Aid, CPR, and Ropes Course Certification.
4. Maintain responsibility for the safe and effective operations of all camp programs, facilities, and support areas.
5. Ensure that all supporting documentation and audits are completed to ensure safety and quality standards are met.
6. Lead ACA accreditation process for Camp Wenonah.
7. Schedule annual inspections of all structures as required by camping and/or regulatory requirements.
8. Plan, develop, and implement camper and employee recruitment/retention strategies and communications throughout the year.

Physical Demands

Ability to perform all physical aspects of the position including: walk, stand, bend, reach, lift, use hands to manipulate objects, talk, hear and see. Ability to lift up to 50 pounds. May operate with frequent exposure to the sun, heat, and various animals, plants, and environmental conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.