

GREATER NEWBURGH YMCA

CAMP ROBBINS - JOB DESCRIPTION



Position: Camp Program Director
Reports to: Camp Director

General Description

Assists the Camp Director and Assistant Director in programming of camp activities & schedules, staff leadership and development and administrative needs. The Camp Program Director is responsible for creating and implementing an activity schedule, special events, theme days, and other events for the entire camp season. Assists in the supervision and guidance of both campers and staff and maintaining dialogue with parents/guardians of participants. Must have good judgment and is required to be actively engaged with campers and the programs facilitated.

Qualifications

Must be 21 years of age or older with camping/recreation experience. Associates degree or higher with experience working in the area of human services, childcare, or education. Good communication and organizational skills. Knowledge of conflict resolution or mediation skills. Detail oriented, able to plan and implement schedule of activities. Demonstrate maturity, responsibility, and people skills. Positive role model, flexibility in working with a variety of ages.

Specific Duties

- Assist in the daily supervision of staff and camp related issues, and planning/conducting staff meetings
- Assist in communication with parents/guardians and staff issues regarding campers and camp programming
- Oversee camp programs and coordination of campfire programs, morning and afternoon lineup, announcements and daily activities
- Budget, purchase, pick-up and oversee/manage supplies for camp programs, camp meals and special events
- Responsible for the prep work, organizing of supplies and camp materials prior to opening of camp
- Responsible for organizing, packing away all materials, reports, and program materials at the end of summer season
- Assist in organizing and working Family Fun Nights
- Oversee camp meals, special events, and clean-up
- Assist in the discipline of campers and staff
- Communicate with staff the needs of campers and the camp
- Assist with group activities and troubleshoot solutions with staff
- Assist in the evaluations of staff and programs
- Document information pertinent to camp
- Help oversee overall camp safety
- Provide positive leadership & role-modeling
- Demonstrate respect & appreciation for diversity among people and ideas
- Assist in supervision of Extended Day program (determined & agreed to at time of hiring)
- Attend and assist leading pre-camp training, staff meetings, and mid-season camp evaluations
- Assist where needed

Terms of Employment

Contracted to complete all pre-camp and post-camp responsibilities as needed and work the specified 8-week summer season as outlined in agreed contract (end of June to mid-August) for an agreed upon wage. Continued employment is contingent upon a receipt of cleared background checks. Must attend the pre-camp training scheduled before camp begins. As one of the administrative staff, participate in presenting information at training and attend all supervisory staff meetings. Each employee is also required to participate in the four (4) scheduled overnight stays.

Terms of Payment

Paychecks are distributed on the 15th and 30th of each month beginning June 30th ending August 30th (unless otherwise stated in contract). Salary is based on experience, qualifications, certifications, artistic talent, applicable skills, and budgetary constraints.

GREATER NEWBURGH YMCA

CAMP ROBBINS - JOB DESCRIPTION



Position: Young Camper Director
Reports to: Camp Director

General Description

Creates and implements the program for four to six year old children. Manages Young Camper staff and children in unit. Responsible for the overall well-being, safety and success of the Young Camper program, staff leadership, communication with parents/guardians and administrative duties pertaining to Young Camper program. Must have good judgment and is required to be actively engaged with campers, staff, parents, and the programs facilitated.

Qualifications

Must be 20 years of age or older, some college and supervision background, and at least two years prior camp, childcare, or adolescent experience. Knowledge of conflict resolution or mediation skills. Detail oriented, able to plan and implement schedule of activities and have strong communication skills. Must be mature, responsible, and capable to oversee/direct staff in all aspects of camp schedule and programs. Must be able to provide positive role modeling and flexibility in working with a variety of ages.

Specific Duties

- Participate and assist in pre-camp training
- Responsible for the prep work, organizing of supplies and camp materials prior to opening of camp
- Responsible for organizing, packing away all materials, reports, and program materials at the end of summer season
- Communicate effectively with parents and staff of needs, concerns, etc. of campers and program
- Inform camp administration of issues, concerns of campers, staff or program in an appropriate and timely manner
- Attend and work Family Fun Nights
- Responsible for overseeing snack money, attendance, and all paperwork is handled appropriately
- Provide constant, responsible supervision of campers and staff
- Create activities and plan special events
- Supervise & evaluate young camper staff
- Adhere to camp policies, schedules, and procedures
- Oversee personal and social growth of campers
- Provide positive leadership and role-modeling,
- Demonstrate respect and appreciation for diversity among people and ideas
- Attend and assist leading mid-season camp evaluation
- Assist where needed

Terms of Employment

Contracted to complete all pre-camp and post-camp responsibilities as needed and work the specified 8-week summer season as outlined in agreed contract (end of June to mid-August) for an agreed upon wage. Continued employment is contingent upon a receipt of cleared background checks. Must attend the pre-camp training scheduled up begins. As one of the administrative staff, participate in presenting information at training and attend all y staff meetings. Each employee is also required to participate in the four (4) scheduled overnight stays.

Payment

are distributed on the 15th and 30th of each month beginning June 30th ending August 30th (unless stated in contract). Salary is based on experience, qualifications, certifications, artistic talent, applicable budgetary constraints.



GREATER NEWBURGH YMCA

CAMP ROBBINS - JOB DESCRIPTION



Position: Teen Director
Reports to: Camp Director

General Description

Plans and implements all areas of programming for 13-16 year old campers. Responsible for the overall well-being, safety and success of the Teen Camp program, staff leadership, communication with parents/guardians and administrative duties pertaining to Teen Camp program. Must have good judgment and is required to be actively engaged with campers, staff, parents, and the programs facilitated.

Qualifications

Must be 21 years of age or older, some college and supervision background, with at least two years prior camp, childcare, or adolescent experience. Have knowledge of conflict resolution or mediation skills. Detail oriented, able to plan and implement schedule of activities and have strong communication skills. Must be mature, responsible, and capable to oversee/direct staff in all aspects of camp schedule and programs. Must be able to provide positive role modeling and flexibility in working with a variety of ages.

Specific Duties

- Participate and assist in pre-camp training
- Responsible for the prep work, organizing of supplies and camp materials prior to opening of camp
- Responsible for organizing, packing away all materials, reports, and program materials at the end of summer season
- Communicate effectively with parents and staff of needs, concerns, etc. of campers and program
- Responsible for overseeing snack money, attendance, and all paperwork is handled appropriately
- Provide constant, responsible supervision of campers and staff
- Adhere to camp policies, schedules, and procedures
- Plan interesting, diverse activities throughout the day
- Oversee personal and social growth of campers and provide positive leadership and role-modeling
- Maintain contact with parents or guardians of those enrolled in the program
- Supervise Teen staff and communicate with camp administration any issues/concerns of campers, staff or program in an appropriate and timely manner
- Plan out-of-camp trips/activities and take care of arrangements, both financial and otherwise
- Budget, purchase, pick-up and oversee/manage supplies for teen program, meals and special events
- Demonstrate respect and appreciation for diversity among people and ideas
- Attend and assist mid-season camp evaluation
- Attend and work Family Fun Nights
- Assist where needed

Terms of Employment

Contracted to complete all pre-camp and post-camp responsibilities as needed and work the specified 8-week summer season as outlined in agreed contract (end of June to mid-August) for an agreed upon wage. Continued employment is contingent upon a receipt of cleared background checks. Must attend the pre-camp training scheduled before camp begins. As one of the administrative staff, participate in presenting information at training and attend all supervisory staff meetings. Each employee is also required to participate in the four (4) scheduled overnight stays.

Terms of Payment

Paychecks are distributed on the 15th and 30th of each month beginning June 30th ending August 30th (unless otherwise stated in contract). Salary is based on experience, qualifications, certifications, artistic talent, applicable skills, and budgetary constraints.

GREATER NEWBURGH YMCA

CAMP ROBBINS - JOB DESCRIPTION



Position: Leaders-In-Training Director
Reports to: Camp Director

General Description

Plans and implements all areas of programming for Leaders-In-Training participants (14-16 years old). Responsible for the overall well-being, safety and success of the LIT program, staff leadership, communication with parents/guardians and administrative duties pertaining to LIT program. Must have good judgment and is required to be actively engaged with campers, staff, parents, and the programs facilitated.

Qualifications

Must be 21 years of age or older, some college and supervision background, with at least two years prior camp, childcare, or adolescent experience. Have knowledge of conflict resolution or mediation skills. Detail oriented, able to plan and implement schedule of activities and have strong communication skills. Must be mature, responsible, and capable to oversee/direct staff in all aspects of camp schedule and programs. Must be able to provide positive role modeling and flexibility in working with a variety of ages.

Specific Duties

- Participate and assist in pre-camp training, mid-season evaluations, and staff meetings
- Responsible for the prep work, organizing of supplies and camp materials prior to opening of camp
- Responsible for organizing, packing away all materials, reports, and program materials at the end of summer season
- Communicate effectively with parents and staff of needs, concerns, etc. of campers and program
- Provide constant, responsible supervision of campers and staff
- Understand the programming goals of the Leaders-In-Training and fulfill such goals i.e: Outdoor Educations, Wilderness/Survival Skills, Team Building/Group Work Activities, Teaching Child Development and Program Planning, etc.
- Evaluate LITs progress and document specific activities and topics covered
- If special activities are planned, take care of arrangements, both financial and otherwise
- Oversee personal and social growth of campers and provide positive leadership and role-modeling
- Adhere to camp policies, schedules, and procedures
- Plan interesting, diverse activities throughout the day
- Plan and monitor LIT unit assignments and activities arranged
- Responsible for overseeing snack money, attendance, and all paperwork is handled appropriately
- Maintain contact with parents or guardians of those enrolled in the program
- Supervise LITs and communicate with camp administration any issues/concerns of campers, staff or program in an appropriate and timely manner
- Demonstrate respect and appreciation for diversity among people and ideas
- Attend and work Family Fun Nights
- Assist where needed

Terms of Employment

Contracted to complete all pre-camp and post-camp responsibilities as needed and work the specified 8-week summer season as outlined in agreed contract (end of June to mid-August) for an agreed upon wage. Continued employment is contingent upon a receipt of cleared background checks. Must attend the pre-camp training scheduled before camp begins. As one of the administrative staff, participate in presenting information at training and attend all supervisory staff meetings. Each employee is also required to participate in the four (4) scheduled overnight stays.

Terms of Payment

Paychecks are distributed on the 15th and 30th of each month beginning June 30th ending August 30th (unless otherwise stated in contract). Salary is based on experience, qualifications, certifications, artistic talent, applicable skills, and budgetary constraints.

**GREATER NEWBURGH YMCA
CAMP ROBBINS - JOB DESCRIPTION**



Position: Arts & Crafts Director
Reports to: Camp Director

General Description

Responsible for the creation and implementation of all Arts & Crafts activities and programming for the camp population. Must have good judgment and is required to be actively engaged with campers and the programs facilitated.

Qualifications

Must be 20 years of age or older, some college and supervision background, with knowledge of arts programming and activities. Must be detail oriented, able to plan and implement schedule of activities. Demonstrate maturity, responsibility, and people skills. Be a positive role model with flexibility in working with a variety of ages.

Specific Duties

- Participate and assist in pre-camp training, mid-season evaluations, and staff meetings
- Responsible for the prep work, organizing of supplies and camp materials prior to opening of camp
- Responsible for organizing, packing away all materials, reports, and program materials at the end of summer season
- Plan projects that reflect camp calendar of events
- Maintain records of all items used and restocked
- Keep Arts & Crafts area and supplies in order and clean
- Provide constant, responsible supervision of campers and staff
- Adhere to camp policies, schedules, and procedures
- Plan interesting, diverse activities throughout the day
- Provide positive leadership and role-modeling and oversee personal and social growth of campers
- Demonstrate respect and appreciation for diversity among people and ideas
- Communicate with camp administration any issues/concerns of campers, staff or program in an appropriate and timely manner
- Attend and assist Family Fun Nights
- Attend and assist camp sleepovers until 8pm (returning the following morning no later than 7:30am)
- Assist where needed

Terms of Employment

Contracted to complete all pre-camp and post-camp responsibilities as needed and work the specified 8-week summer season as outlined in agreed contract (end of June to mid-August) for an agreed upon wage. Continued employment is contingent upon a receipt of cleared background checks. Must attend the pre-camp training scheduled before camp begins. As one of the administrative staff, participate in presenting information at training and attend all supervisory staff meetings. Each employee is also required to participate in the four (4) scheduled overnight stays.

Terms of Payment

Paychecks are distributed on the 15th and 30th of each month beginning June 30th ending August 30th (unless otherwise stated in contract). Salary is based on experience, qualifications, certifications, artistic talent, applicable skills, and budgetary constraints.

**GREATER NEWBURGH YMCA
CAMP ROBBINS - JOB DESCRIPTION**



Position: Unit Leader
Reports to: Program Director

General Description

The Unit Director is responsible for the overall well-being, safety and success of the campers and staff within their unit. Acts as a role model and supervisor to unit staff and assists in all aspects of camp programming and activities. Maintains constant supervision of the children, leads games and activities, and facilitates the growth and development of campers in camp. Must have good judgment and is required to be actively engaged with campers and the programs facilitated.

Qualifications

Must be 20 years of age or older, some college and supervision background, with prior camp, child care, or adolescent experience. Have knowledge of conflict resolution or mediation skills, be detail oriented, and able to plan and implement schedule of activities and have strong communication skills. Must be mature, responsible, and capable to oversee/direct staff in all aspects of the camp schedule and programs. Must be able to provide positive role modeling and flexibility in working with a variety of ages.

Specific Duties

- Participate in pre-camp training, mid-season evaluations, and staff meetings
- Provide constant, responsible supervision of campers and staff
- Adhere to camp policies, schedules, and procedures
- Assist with prep work, organizing of supplies and camp materials prior to opening of camp
- Assist with organizing, packing away all materials, reports, & supplies at the end of summer season
- Communicate effectively with parents and staff of needs, concerns, etc. of campers and program
- Oversee planning & help guide decision making of unit counselors
- Assist unit counselors in education and discipline of campers in unit
- Ensure all paperwork, snack money, & attendance for unit is handled appropriately
- Assist in planning interesting, diverse activities throughout the day
- Communicate with administration and parents any issues/concerns of campers, staff or program in an appropriate and timely manner
- Provide positive leadership and role-modeling and oversee personal and social growth of campers
- Actively participate in all aspects of the camp program
- Demonstrate respect and appreciation for diversity among people and ideas
- Assist where needed

Terms of Employment

Contracted to complete all pre-camp and post-camp responsibilities as needed and work the specified 8-week summer season as outlined in agreed contract (end of June to mid-August) for an agreed upon wage. Continued employment is contingent upon a receipt of cleared background checks. Must attend the pre-camp training scheduled before camp begins. As one of the administrative staff, participate in presenting information at training and attend all supervisory staff meetings. Each employee is also required to participate in the four (4) scheduled overnight stays.

Terms of Payment

Paychecks are distributed on the 15th and 30th of each month beginning June 30th ending August 30th (unless otherwise stated in contract). Salary is based on experience, qualifications, certifications, artistic talent, applicable skills, and budgetary constraints.