

## **Activity Director Job Description Camp Sloane YMCA**

**Job Title:** Activity Director (Adventure, Athletics, Waterfront, Boating, Waterski, The Arts, Teen Programs, Horseback Riding)

**Reports to:** Program Director and Camp Director

**Job purpose:** To deliver programs for resident and day campers which are safe, skill-progressive and age appropriate. This program shall meet the primary goals of maintaining a safe activity environment, helping campers make lasting friendships and challenging campers by increasing their knowledge and skills

**Qualifications:** Must be at least 21 years old. Must possess or be willing to receive any certifications required of the specific program area. Significant experience with both youth programming and supervising others preferred. College upperclassman or graduate preferred.

**Date of employment:** Activity Heads will begin on the first day of Supervisory Staff Training each summer, typically 15 days before the first day of summer camp, and end on the last day of summer camp. Generally, this is a 10-week, resident commitment, negotiable based on circumstance, however some jobs may require an earlier arrival depending on certifications needed and the dates of the courses.

**Pay:** Negotiable, DOE.

### **Key responsibilities:**

- Attend daily Supervisory Staff morning meeting at 7:30AM as scheduled.
- Supervise a counseling staff of 2-15 counselors in the daily delivery of your activities.
- Monitor the safety of your activity area(s) in accordance with the standards of Camp Sloane YMCA, the State of Connecticut and the American Camp Association.
- Design classes in your activity discipline that are both skill-progressive and age-appropriate.
- Oversee final assignment of campers to classes each week.
- Create and utilize a skill-progressive system of recognition within your activity area.
- Assist in and assign your activity area for evening programs and Monday Fundays.
- Attend to the maintenance and repair of all equipment used at your activity area.
- Participate in opening campfire with resident campers and work with your counselors to develop a skit or song to be performed there.
- Participate in weekly activity area commercials and work with counselors to develop an activity area commercial each week.
- Attend evening "on duty" hours as assigned by the program director.
- Instruct classes to LEAD campers, staff and maintain a standard of training for all throughout the summer.

### **Essential Functions**

- Live in a tent with as many as 7 children for as long as 8 weeks in a closed-campus environment for six days each week.
- Lead and supervise activities for as many as 15 campers. Supervise a staff of as many as 15 employees and potentially work with a co-director.
- Lift as much as 25 lbs.
- Arrive on time for all scheduled activities and duties
- Complete all duties as assigned.