



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

## **Job Title: Day Camp Director**

**Department: Day Camp**

**Supervisor: Camp Director**

Camp Sloane YMCA is a 90+ year-old independent, non-profit charitable overnight and day camp. Camp Sloane YMCA is a member organization of the YMCA of the USA, licensed as a Youth Camp by the State of Connecticut and accredited by the American Camp Association. Our mission is to put Judeo-Christian principles into practices through programs that build healthy spirit, mind and body for all. Our campers come from the New York City metropolitan area and beyond, and represent a large diversity in socio-economic, religious, racial and ethnic background. Our staff members pride themselves on being positive role models whom our campers will remember for the rest of their lives.

### **Job Description:**

Advisory Team position. Plan and deliver programs for day campers which are safe, incorporate skill progression and are 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 knowledge and skills. Day Camp Director supervises the DC Program & Waterfront Directors, and counselors in Day Camp to ensure that each camper is receiving a well-balanced, growth-producing camp experience. Maintain clean and orderly program space and equipment, including all storage, grounds and facilities. Work with camper parents on any issues, behavioral or otherwise. Manage any issues that arise with the staff who work in Day Camp. Maintain records of training and observation of staff skills.

### **Requirements:**

1. 21 years of age
2. Physical and mental endurance to respond or assist in responding during an emergency
3. Van driver training (provided by Sloane) if currently licensed and clean driving record
4. Ability to lift 50 lbs.
5. Can work long days (12 hours +) involving significant amounts of physical

- labor (standing, walking, lifting, carrying, using tools, etc.)
6. Can communicate effectively with people of all ages, genders, and backgrounds (including racial, national, ethnic, sexual orientation, and socioeconomic)
  7. Live in a cabin with other staff members.
  8. Willing to commit to the full summer contract (about 13 weeks) from late May to late August (specific dates depend on year).

**Preferred:**

1. Some college: upperclassmen or graduate preferred
2. Management experience

**Experience:**

1. Preferred experience as a Camp Counselor
2. Should possess knowledge, interest and skills in a variety of camp programming including team building activities and supervising peers
3. Must have the ability to communicate with and supervise young adults and children.
4. Some staff training experience is preferred but not required.
5. Show maturity, good judgment, creativity and experience in a variety of situations.

**Responsibilities:**

- Managing and maintaining a safe Day Camp environment, helping campers make lasting friendships and challenging campers by increasing their knowledge and skills
- Be an active member of the Advisory & Director teams, including assisting village staff, attending morning meetings, attending evening "on duty" hours, assisting with driving responsibilities, organizing theme days and completing staff evaluations.
- Supervise a program team of two Directors and of up to 25 counselors by holding daily meetings with staff, being available for one-on-one check-ins and delegating program area tasks to capable counselors.
- Keep attendance and maintain a constant count of campers.
- Plan, organize, and implement age-appropriate activities.
- Complete all required paperwork, including staff feedback and evaluations and staff skill observation reports.
- Attend and complete all staff paperwork and trainings.
- Acquaint campers with rules, activities, daily schedules, and traditions of camp.
- Ensure all equipment and supplies are properly used and maintained.
- Participate and assist in all camp activities.
- Follow pre-planned schedules and arrive on time to set activities. Work with Day Camp Program Director to plan and implement rainy day programming.
- Report all injuries immediately and fill out appropriate forms.

- Use the Behavior and Disciplinary Action Plan when correcting a camper.
- Become CPR & First Aid certified prior to the start of camp.
- Assist in meeting and maintaining YMCA, State, and ACA camping standards.

### **Leadership Competencies:**

**Mission Advancement:** Accepts and demonstrates YMCA core values. Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Demonstrates a desire to serve others and fulfill community needs.

**Collaboration:** Seeks first to understand the other person's point of view and remains calm in challenging situations. Builds rapport and relates well to others. Takes initiative to assist in developing others.

**Operational Effectiveness:** Strives to meet or exceed goals and deliver a high-value experience for members. Embraces new approaches and discovers ideas to create a better member experience. Makes sound judgments, and transfers learning from one situation to another.

**Personal Growth:** Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Demonstrates an openness to change and seeks opportunities in the change process.

### **Essential Job Functions**

- I. Maintain the Safety of Program Participants and Staff**
  - a. Prioritize child safety as it pertains to Child Sexual Abuse. Maintain a rule-of-three supervision at all times. Report any suspicions of any employee that you suspect of sexually abusing a child to your supervisor immediately.
  - b. Maintain a vigilance for Peer-to-Peer Child Sexual Abuse. Immediately stop any untoward behavior and report to your supervisor immediately.
  - c. Will make decisions in conjunction with camp directors to determine whether or not safe conditions exist for programming (can be affected by weather, emergencies, or staffing ratios)
  - d. Report any issues as they occur to your supervisor, whether it is camper, staff, or equipment related
  - e. Ensure that supplies and equipment are in good condition and ready for participant use
  - f. Establish a culture of safety by leading by example and reacting immediately to any unsafe practices by campers and/or staff
  - g. Be aware of and implement all State of CT and American Camp Association requirements as they pertain to your activity areas
  - h. Read, understand, and apply the Local Operating Procedures (LOP) for Camp Sloane's activities
  - i. Maintain a log of the program describing any difficulties or incidents and their resolutions
    - i. Take action to fix the issue immediately or advise supervisor about the problem

## **II. Provide High Quality Programming**

- a. Oversee program quality for campers
  - i. Specifically watch instructors for quality of instruction and safety of their behavior
- b. Assist in training activity instructors
- c. Work with Day Camp Program Director to create daily/weekly schedule where each group gets wide variety of activities.
- d. Assign campers to their groups for each session (aka 'bunking'), checking for friend requests, age differences, horse riding lessons.
- e. Be available as a resource for your directors & counselors
- f. Be willing to give and receive constructive criticism as well as learn from your experience to become a better supervisor
- g. Maintain a professional demeanor at all times while working with staff, campers, or guests of Camp Sloane
- h. Operate your program within the standards as set forth by Sloane's LOP, the State of CT, and the American Camp Association
- i. Work with Day Camp Program & Waterfront Directors to plan and run Family nights & day camp overnights each session.

## **III. Manage Staff**

- a. Have daily meetings with Day Camp Program & Waterfront Director to review changes in schedule & staffing
- b. Hold daily debriefs with whole day camp team at the end of each day.
- c. Have weekly discussions with day camp counselors in a one-on-one setting to review any needs or areas of improvement
- d. Provide two written evaluations of staff – one at the end of session 1 and another at the end of session 3
- e. Provide a final written evaluation at the end of the summer to go in staff files
- f. Keep an open line of communication with supervisor regarding any staff management problems
- g. Support other directors in their efforts to manage their staff

## **IV. Working with other Supervisory Staff**

- a. Develop a positive working relationship with all supervisory staff
- b. Assist directors and other administrative staff in large camp events such as Campfires, Theme Days, Chapel, square dances, staff appreciation events and Activity Sign-ups

## **V. Maintain Program Area**

- a. Conduct daily, weekly and monthly inspections of program areas and equipment and report any potential problems to supervisor or maintenance staff immediately
- b. Monitor the status of all equipment in conjunction with the Program Director and Camp Director. All unusable equipment/supplies should be discarded in a timely manner.
- c. Report problems to supervisor in a timely manner. Notify your supervisor immediately if you require additional program resources/supplies.

- d. Establish a culture of caring for the equipment by leading by example and holding instructors and campers accountable for the cleanliness and basic upkeep of the equipment
- e. Maintain a clean working environment in and around the program areas and any other work areas used
- f. Keep an orderly and organized storage shed/room reporting any damages to the facilities department
- g. Log all incidents (even minor ones) using the incident reporting system and be sure to inform your immediate supervisor regarding the incident
- h. Assist in maintaining facility cleanliness and appearance

**VI. Work in partnership with Parents**

- a. Greet all parents with professionalism at drop off & pick up
- b. Make phone calls to parents regarding any behavioral issues or medical incidents
- c. Work with parents to enable campers to be successful at camp (e.g. learn about behavioral needs, facilitate group friend requests)
- d. Return phone calls and reply to emails in a timely manner

**VII. Be an Effective and Impactful Leader of Staff**

- a. Be a role model for staff and campers
  - i. Model the four character values of Caring, Honesty, Respect, and Responsibility
  - ii. Be on time to all events and set a standard of hard work for your staff to follow
  - iii. Prevent negative or inappropriate influences from being a part of campers' and staff's time at Sloane (i.e. mature language/discussions, illicit materials, nicotine products, etc.)
  - iv. Generally, lead by example and exhibit the behaviors you expect of your staff members
- b. Work to cultivate and develop staff
  - i. Assist staff members in your area by being a support for them
  - ii. Provide feedback regularly and in an appropriate manner
  - iii. Identify staff with leadership skills and work to help them develop their potential
- c. Actively supervise staff
  - i. Be directly involved in program delivery on a daily basis
  - ii. Recognize staff when they exceed expectations
  - iii. Appropriately discipline staff who do not meet expectations
- d. Enforce the rules of camp evenly and fairly to all campers and staff
- e. Develop a positive working relationship with peers, supervisors and directors based on mutual respect

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Be prepared to accept additional responsibilities as deemed necessary by the Camp Program Directors and/or the Executive Director.

Camp Sloane YMCA reserves the right to change this job description as conditions change.

**By signing your staff agreement, you acknowledge that you have read this job description thoroughly, and that you are both able and willing to fulfill the requirements of the position enumerated above.**