



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

## **Job Title: Teen Director**

**Department: Overnight 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:**

The Teen Director is responsible for the constant monitoring, supervision, and planning of the LEAD program. This program shall meet the primary goals of maintaining a safe environment, helping campers make friends and increasing their knowledge and skills through well structured leadership workshops and activities. Supervise & manage any issues that arise with the campers in your care and staff who work in your program area.

#### **Requirements:**

1. 21 years old
2. Physical and mental endurance to respond or assist in responding during an emergency
3. Should possess knowledge, interest and skills in a variety of camp programming and have the ability to communicate, supervise, and teach LEAD's.
4. Van driver training (provided by Sloane) if 21+, currently licensed and clean driving record.
5. Ability to lift 50 lbs.
6. Can work long days (12 hours +) involving significant amounts of physical labor (standing, walking, lifting, carrying, using tools, etc.)
7. Can communicate effectively with people of all ages, genders, and backgrounds (including racial, national, ethnic, sexual orientation, and socioeconomic)

8. Live in a platform tent with other staff members and campers. Reside in a village environment that includes other staff and campers.
9. Willing to commit to the full summer contract (about 11 weeks) from early June–mid–August (specific dates depend on year).

**Preferred:**

1. Some college
2. Supervision experience

**Experience:**

1. Prior experience as a Camp Counselor
2. Should possess knowledge, interest and skills in a variety of camp programming, including team building 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 camp counseling situations

**Responsibilities:**

- Managing and maintaining a safe program environment, helping campers make lasting friendships and challenging campers by increasing their knowledge and skills
- Supervise and guide a group of campers to ensure a positive and nurturing camp experience for each participant.
- Be an active member of the Director team, 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 village staff of up to 5 counselors in your village by holding daily meetings with staff, being available for one-on-one check-ins and delegating program area tasks to capable counselors.
- Plan, organize, and implement age-appropriate activities.
- Complete all required supervisory paperwork, including staff feedback and evaluations and staff skill observation reports.
- Attend and complete all staff paperwork and trainings.
- Keep attendance and maintain a constant count of campers.
- 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. 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**

### **1. Maintain an organized, Informed and engaged group of LEADs**

- Run daily leadership workshops with LEADs
- Check-In daily with Director team
- Hold daily check-ins with the staff in your village
- Write and deliver LEAD & staff evaluations at the end of each session
- Prepare and end of Long Session report on each LIT to be placed in their individual files
- Prepare an end of summer Review & Recommendation by mid-session 4
- Lead and guide participants, working to ensure a positive experience for each
- Report any issues as they occur to the Camp Director, whether it is participant, camper, staff, or equipment related
- Be available as a resource for staff, LEADs and CITs
- Advise Camp Administration of proposed scheduling changes, which could affect programming times
- Be prompt when communicating changes and updates with Director team
- Work toward meeting and maintaining YMCA and ACA Camping Standards and Best Practices
- Live with and supervise LEAD campers in a village environment. Maintaining acceptable practices by the camp (ex. tent cleanliness).

### **2. Provide High Quality Programming**

- Schedule all LEAD's activity shadowing placements for each week, ensuring a varied experience
- Supervise LEADs in their tent and activity roles

- c. Act as point person on all disciplinary and behavioral issues
- d. Encourage all LEADs to take leadership roles at their activities
- e. Implement the following into daily operations:
  - Child Development
  - Activity Planning
  - Leadership Skills
  - Behavior Management
  - Communication Skills
  - Group Dynamics
  - Positive Work Habits
  - Core Values of Caring, Honesty, Respect and Responsibility
- f. Appoint an Acting LEAD Director in your stead any time you are off camp and inform the Camp Director who that person is prior to your departure
- g. Ensure that quality Vespers are being run in each of your tents every night
- h. Use established Behavior Management Plan when disciplining participants/campers. Report serious and persistent problems to the Program Director immediately
- i. Be willing to give and receive constructive criticism as well as learn from your experience to become a better supervisor
- j. Maintain a professional demeanor at all times while working with staff, campers, or guests of Camp Sloane

### **3. Manage Village Staff**

- a. Have weekly discussions with Village counselors in a one-on-one setting to review any needs or areas of improvement
- b. Provide written evaluations of village staff at scheduled times throughout the summer.
- c. Provide a final written evaluation at the end of the summer to go in staff files
- d. Keep an open line of communication with supervisor regarding any staff management problems
- e. Support village and activity directors in their efforts to manage their staff
- f. Schedule time off for village staff
- g. Communicate with the activity directors regarding any schedule changes that may affect their programs or staff

### **4. Working with Activity Directors**

- a. Develop a positive working relationship with all Director staff
- b. Assist activity directors and other administrative staff in large camp events such as Campfires, Theme Days, Chapel, square dances, staff appreciation events and Activity Sign-ups
- a. Be available to assist in running tent bonding time and evening activities
- b. Support staff and activity directors in understanding their role in teaching and evaluating LEADs

### **5. Maintain the Village and Camper Safety**

- 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. Maintain CLEAN living and work areas
- d. Report maintenance problems to Executive Director or a supervisor in a timely fashion
- e. Assure that all camp facilities/areas are clean after each use
- f. Guard the safety and welfare of all campers, reporting all accidents immediately and documenting them properly (incident reports)
- g. Establish a culture of caring for camp property by leading by example and holding instructors and campers accountable for the cleanliness and basic upkeep of camp property and equipment
- h. Log all incidents (even minor ones) using the incident reporting system and be sure to inform your immediate supervisor regarding the incident
- i. Check all tents DAILY for cleanliness and orderliness ensuring that any parents/visitors will encounter clean living and activity areas at any time, night or day. Institute a system for rechecking any tents that do not meet standards at any given time.
- j. Effectively schedule and enforce Village coverage for when counselors are on time off.

#### **6. 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

---

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.**