



HELENA FAMILY YMCA JOB DESCRIPTION

Job Title: **Resident Camp Director**

FLSA Status: Exempt

Status: F/T

Reports to: CEO

POSITION SUMMARY

Under the direction of the CEO, the Camp Director is responsible for overseeing the development of all operational areas of Camp Child. The position is responsible for the recruitment, training, and support of all staff in delivering the highest quality programming to YMCA members, guests and program participants through experienced, quality, efficient and courteous delivery of services. The Camp Director will serve as a member of the senior staff at Helena Family YMCA and will be an integral part of strategic planning and development.

ESSENTIAL FUNCTIONS

- Define and plan program to reflect YMCA Camp goals, vision, and strategic plan.
- Supervise all volunteers, camp counselors, program directors, camp staff, and CITs giving them direction, resources, and leadership in conjunction with all Helena Family YMCA policies and practices.
- Develop and facilitate outdoor education and team building programs.
- Create and maintain communication channels with parents, rental groups, other organizations and the community. Respond to correspondence in a timely and professional manner.
- Serve as resident host to ensure quality experience for all campers, including assigned groups. Reside on camp property, housing provided by camp.
- Manage program budget, including forecasting revenue, managing income and expenses to meet financial targets.
- Oversee all program areas ensuring safety, quality instruction and fun.
- Ensure all programs follow established guidelines, including federal, state, and local regulations as well as ACA standards.
- Assist supervisory staff and counselors with the recognition of camper needs and is prepared to support or follow through on their efforts.
- Uphold and exemplify the YMCA principles of caring, honesty, respect, and responsibility.
- Evaluate staff, program areas, and other aspects of camp and implement improvements during summer and generate suggestions for the future.
- Maintain a safe and healthy environment for all campers, staff, families, and lease groups by following established camp and YMCA rules/policies.
- Maintain a good working camp facility by ensuring daily cleanings of the lodge and bathhouse, disposal of trash on a regular basis, removal of litter/damaged



equipment/hazardous material around the camp grounds, replacement of damaged equipment, contracting of specialty services when needed, and general upkeep of the facility.

- Maintain good working relationships with all lease groups. Lead the camp orientation on first day of arrival and final walk through of camp facility with each lease group.
- Serve as a role model for all campers, staff, families, and guests, conducting yourself properly while participating in all required activities with an enthusiastic attitude.
- Assist all counseling staff and outside directing staff when needed.
- Attend all pre-camp meetings, trainings, and orientations while making yourself available for all other related dates, activities, and camp events. Maintain excellent communications with groups and parents/campers.
- Director is responsible for marketing and promoting the camp to potential Y Camp participants and ensuring adequate enrollment is achieved to operate successful camps.
- Assist other senior directors as necessary during off season
- Ideal candidate is intuitive, often anticipating the needs of diverse groups of people

YMCA COMPETENCIES

Mission Advancement: Reinforces the Y's values within the organization and the community. Effectively communicates the benefits and impact of the YMCA's efforts for all stakeholders. Implements effective systems to develop volunteers at program, fundraising, and policy leadership levels. Secures resources and support for all philanthropic endeavors.

Collaboration: Develops strategies to ensure staff and volunteers reflect the community. Builds and nurtures strategic relationships to enhance support for the YMCA. Serves as a community leader building collaborations based on trust and credibility to advance YMCA mission and goals. Communicates for influence to attain buy-in and support of goals. Provides tools and resources for the development of others.

Operational Effectiveness: Integrates multiple thinking processes to make decisions. Involves members and community in the development of programs and activities. Ensures execution of plans. Institutes sound accounting procedures, investment policies and financial controls. Assigns clear accountability and ensures continuous improvement.

Personal Growth: Fosters a learning environment embracing diverse abilities and approaches. Creates a sense of urgency and positive tension to support change. Anticipates challenges that can sidetrack or derail growth and personal learning. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS

- A Bachelor's degree in Education, Recreation Management, Youth Development, Business Management or related field. Other combinations of education and experience will be considered.
- 2 or more years supervisory experience leading and motivating others.



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

- Previous training and/or experience in high ropes courses and adventure/challenge programs.
- Excellent organizational, verbal and written communication skills
- Proficient with Microsoft Office and Google Suite. Ability to learn YMCA registration software (Active Network)
- Ability to perform light maintenance
- Hardworking, energetic, can-do leadership style
- Entrepreneurial, creative problem solver
- Ability to work independently and as part of a team
- Experience developing, managing and monitoring budgets
- Knowledge of American Camping Association (ACA) guidelines

REQUIRED CERTIFICATIONS

First Aid/AED/CPR within 30 days of hire
Child abuse prevention training within 30 days of hire
Food handlers safety within 30 days of hire
Must have current driver's license

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Must be able to be active for the duration of the shift.
- Ability and willingness to supervise and facilitate YMCA Camp ropes course, and zip line including all low and high ropes elements.
- Must be able to climb each element successfully, belay individuals on each element successfully and perform any type of rescue as necessary.
- Must be able to bend and stoop frequently.
- Must be able to lift 50 pounds occasionally.
- Walking, climbing, stairs, uneven surfaces, kneeling, bending, lifting, stooping and sitting for extended periods of time.

SALARY

\$31,200.00 - \$34,000.00

OTHER COMPENSATION

Room and board provided during camping season, family membership, vacation, sick time, holiday pay, health insurance, retirement

HOW TO APPLY

Applications accepted until position is filled, send resume to teri.wright@helenaymca.org

SIGNATURE

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____