



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

WASHINGTON COUNTY YMCA JOB DESCRIPTION

Job Title: **Summer Day Camp Site Supervisor**
Reports to: Program Director

Name:
Job Code: 1041

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Provides direct supervision of a group of children during summer break day camp care. Creates positive, nurturing relationships with children, while building cooperative relationships with parents/caregivers. Promotes and supports the potential of all youth in programs and facilitates peer-to-peer connections as part of the overall camp experience.

Under the direction of Program Director, the summer camp supervisor assumes primary responsibility for assisting with the planning, developing, and implementing all program activities at the site for the group and special needs child(ren) assigned to them. The supervisor will provide for the children's social, physical, spiritual, and mental care and growth and will also work in any support role necessary for the successful operation of Youth Development Program.

ESSENTIAL FUNCTIONS:

1. Supervises a group of children.
2. Supervises & helps keep staffing ratios & structure.
3. Supervises that staff adheres to rules & guidelines of facility, as well as necessary schedules of programming.
4. Plans and implements program activities that are culturally relevant, developmentally appropriate and consistent with YMCA values.
5. Adheres to program standards including safety and cleanliness standards.
6. Attends staff meetings and trainings.
7. Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
8. Cultivates positive relationships and maintains effective communication with parents, children and other staff. Models relationship-building skills in all interactions.
9. Performs other duties as assigned.
10. Is main interaction point with guardians at drop-off & pick-up.
11. Deals directly with emergency & behavior issues with students as they arise.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. 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:

1. Previous experience working with children preferably in a day camp setting/group setting.
2. Previous experience supervising staff or volunteers.
3. CPR, First Aid, AED certifications and Child Abuse Prevention training, and iLead training within 30 days of hire date.
4. Minimum 18 years of age.
5. Good human relations skills.
6. Clean Child Protective Services Background Check and National Criminal History Background Check.
7. Attendance at staff training events.
8. Ability to supervise and maintain control in a group setting.
9. Ability to communicate with guardians regarding concerns & issues. Communicates issues & questions with necessary supervisor.
10. Commitment to YMCA mission and four core values of caring, honesty, respect, and responsibility.
11. He/she shall possess an outgoing personality enabling him/her to relate well to the participants, and their parents, in the YMCA program.
12. Possess good communication skills, both written and oral.
13. Flexible, eager, and creative attitude.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - Carrying and lifting equipment & food coolers
 - Playing physical games & participating in fitness classes alongside students
- Ability to plan, lead and participate in a range of activities in a variety of outdoor/indoor settings.

YMCA JOB DESCRIPTION FOR DAY CAMP SUPERVISOR

- Ability to complete and ensure completion of necessary paperwork regarding the Summer Food Service Program.

BENEFITS:

- FREE YMCA student or adult membership while working for the YMCA
- Discount on program registration fees while employed with the Y
- Flexible schedule

I understand that the Washington County Family YMCA has hired me, as a Summer Day Camp Supervisor beginning _____, the rate of pay will be \$12.00 per hour.

I have read and understand my job description.

Employee Signature_____

Supervisor's Signature_____