

**YMCA of GREATER NEW YORK**  
**POSITION DESCRIPTION**

**TITLE:** Leadership Director – Resident Camp

**BRANCH:** 31

**SUPERVISOR:** Camp Director, Executive Director

**FLSA STATUS:** Seasonal/Non-Exempt

**REVISED:** January 2010

**OUR MISSION**

The YMCA of Greater New York is a community service organization which promotes positive values through programs that build spirit, mind and body, welcoming all people, with a focus on youth.

**IN ESSENCE**

The Leadership Director is responsible for the overall management and leadership of a group of 16 and 17 year old participants in leadership development programs. The Leadership Director leads and instructs participants with fundamentals of providing a safe camp program, which fosters children's social, spiritual, physical and intellectual growth. The Leadership Director(s) may be assigned to assist with supervision in the cabin and/or assigned a counselor to assist with supervision of a cabin.

If you are looking for one of the toughest jobs in the world, but also one of the most rewarding, we welcome you this summer with the YMCA.

**KNOW HOW**

- One each, male and female director.
- A minimum of 19 years of age. 1-2 years of college preferred.
- Proven Senior Counselor/Division Leader level experience.
- Will have an understanding and knowledge of children, their behavior and development.
- Ability to work as a team member and coordinate with other directors in contributing to the goals of the program.
- Willingness to model and use age-appropriate behavior management techniques according to YMCA guidelines.
- Ability to take and give direction.
- Ability to communicate effectively with children, parents, management team, and other staff.
- Emotional maturity, flexibility, problem solving skills, and willingness to learn.
- Possess values that meet the YMCA mission; especially honesty, caring, respect and responsibility.
- Maintain guidelines and regulations set forth by ACA, State of New York and YMCA.
- Ability to maintain confidentiality regarding personal information on children, family and YMCA staff.
- Must have, or the ability to obtain, CPR and First Aid certifications, Child Abuse Prevention training, Safety & Risk Management, Employee Orientation training and other required training prior to the start of camp or no later than 30 days (with approval) after camp begins.
- Administrative skills including the ability to maintain program records and documentation.
- Have fun!

**PRINCIPLE RESPONSIBILITIES**

- Lead, teach, and mentor a group of 16 and 17 year olds to become honest, caring, respectful and responsible young people who might make good camp counselors in the future.
- Administer a two consecutive four week programs for CITs (age 16) and act as instructional resources to LITs (age 17). Utilize topics included in Staff Training in addition to other areas.
- Able to assume regular cabin duties, as assigned, for the remainder of the summer.
- Supervise participants in order to ensure safety.
- Provide safe programs and environment for all participants, volunteers and staff.

- Inform the Supervisor of any problems, concerns or issues.
- Model Camp Dress Code Policy (appearance should be neat, clean and appropriate)
- Supervise all aspects of the day, including waking up, clean up, meals, rest hour, evening activities, getting ready for bed, overnights and after hours duties as assigned.
- Plan and lead Vespers with the CITs.
- Teach and assist in teaching activities as assigned.
- Apprentice CITs to cabin and program areas.
- Organize and execute special events with the CITs.
- Lead CITs in service learning projects.
- Lead and participate in off-site trips, as determined.
- Maintain program equipment, supplies and areas in clean and neat manner according to the guidelines of the site/location, which includes daily inspections prior to departure and returning equipment to storage areas.
- Communicate schedule changes to Supervisor as needed.
- Follow and model established guidelines in regard to safety, behavior management, parent communication and emergency procedures for each camper/staff member and report/document concerns as needed.
- Instruct campers in the proper use of equipment and supplies and report hazardous equipment/areas to Supervisor.
- Follow YMCA procedures in regard to camper and staff injuries (administration of First Aid & proper documentation) which includes using sound judgment in determining the seriousness of injuries and treat accordingly.
- Practice safety awareness at all times (including hydration and sun protection) and maintain a well-stocked first aid kit, which is available to staff at all times.
- In the event of inclement weather or other emergency situation, take necessary steps to move campers to a safe location and make proper YMCA notifications.
- Know and implement emergency procedures as needed and conduct mandatory safety drills.
- Demonstrate personal maturity and responsibility.
- Submit all required paperwork, including parent letters on time.
- Learn and lead camp songs and skits. Develop new ones.
- Communicate camper information changes (including special arrangements and camper attendance) to appropriate camp staff.
- Complete and submit required reports/statistical information, including payroll, by the established deadlines.
- Complete and submit all Accident/Incident Reports within established time frames.
- Accept and demonstrate the YMCA core values.
- Treat all children, parents and staff with dignity and respect.
- Follow the policy for a Drug Free Work Environment. Smoking, drinking of alcoholic beverages and the use of illegal drugs are not permitted in the YMCA, on campsite premises, or where camp activities are held.
- All purchases must be pre-approved and expenditures must not exceed the approved amount and must be submitted according to guidelines (receipts, etc.)
- Assist in the purchase of supplies/materials and account for all money collected for special events.
- Attend all staff meetings and training associated with the Camp Program.
- Assist with other projects or activities as needed.

### **PHYSICAL AND MENTAL REQUIREMENTS**

1. Ability to visibly observe children
2. Ability to lift up to 40 lbs. and transport equipment
3. Ability to project voice so participants can hear instructions.
4. Ability to stand for long periods of time
5. Ability to live and work in a variety of work environments (indoor, outdoor, noisy), cross rugged terrain and be subjected to fluctuating weather humidity/temperature/precipitation.

6. Ability to lead and demonstrate activities
7. Ability to communicate with children and parents (written and verbal) effectively.
8. Ability to concentrate even when distracted by noise and activity.
9. Ability to communicate effectively with participants, staff and volunteers.
10. Ability to reason, solve problems and make independent judgment and decisions.
11. Ability to demonstrate and lead activities.
12. Ability to observe and promote safety and security procedures.
13. Ability to physically and mentally respond to emergencies and administer CPR and First Aid effectively.

### **MEMBER INVOLVEMENT SKILLS**

- Be informed and up to date on the latest developments in the field.
- Develop relationships that promote the building of small communities.
- Recommend participation in a variety of YMCA programs.
- Support our YMCA annual campaign.
- “Mom” is our number one customer. Treat her and her children accordingly.
- Provide an environment in which valuing diversity is encouraged and the 40 Developmental Assets can be built and emphasized.

### **EFFECT ON END RESULT**

1. Evidence that camp runs smoothly with adequate staff coverage and implementation of camp activity schedule.
2. Creation of an age-appropriate environment that meets the needs of the children and families we serve.
3. Safety will be considered a first priority as demonstrated by all staff following safety policies and procedures.
4. Camp staff will be competent, highly trained and mission-driven.
5. Effective mentoring of CITs and LITs.
6. Program participants will experience a safe and nurturing environment as evidenced by developmentally appropriate practices.
7. Participants will enjoy the program and feel positive about being involved in the YMCA.
8. Effective department management as evidenced by program coverage at all times.
9. Creation of a safe and nurturing environment for program participants, members, volunteers and staff.
10. A strong mission-driven Camp program with a clear commitment to character development of caring, honesty, respect, and responsibility and healthy spirit, mind and body.

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**Acknowledgement of Position Description**

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**Date**