



WALLA WALLA YMCA JOB DESCRIPTION

Job Title: **Summer Camp Coordinator (College Place Location)** Wage: **\$18.50 hour**
Reports to: **Early Learning & Youth Engagement Director** Status: **Seasonal FT / Non-Exempt**
Employment Duration: **June 15th-Aug 13th** *Planning & Coordination starts prior to program

POSITION SUMMARY:

Under the Early Learning & Youth Engagement Director, the Summer Camp Coordinator will oversee staff as well as children ages 5-11 in program. This responsibility will also include always knowing the location of designated groups during camp programming hours. The coordinator will provide leadership and guidance to the summer camp staff. The coordinator is responsible for planning & implementing daily schedules, curriculum, activities and field trips. The coordinator helps to ensure safety and compliance in accordance with program requirements and YMCA standards.

ESSENTIAL FUNCTIONS:

1. Coordinates, plans and implements daily schedules for the weekly themed curriculum and activities for Summer Camp. Ensures high quality programming.
2. Collaborates, communicates and designates planning information to Lead Counselor and summer staff for them to follow.
3. Assists the Director with staff scheduling, rosters and weekly family communication.
4. Supervises and attends field trips ensuring proper supervision of children and attendance.
5. Ensures the Lead Counselors communicate daily with parents at check in/check out and are using our daily logs.
6. Monitors and ensures appropriate staff and camper behavior.
7. Provides leadership and guidance for Summer Camp Staff.
8. Assist children with their daily needs (bathroom, snacks/lunch, swim, behavior etc.).
9. Develops and maintains relationships with counselors, children, families and other organizations and agencies related to assigned programs.
10. Maintains positive relations with parents and other staff. Models relationship-building skills in all interactions.
11. Assists in decision-making relating to camp participants' best interests in YMCA camp's environment.
12. Applies ability to adapt to changing needs and circumstances, including strong problem solving and conflict resolution skills.
13. Attend staff meetings and trainings.
14. Follows YMCA policies and procedures including those related to medical, behavior situations, child abuse prevention and emergencies.
15. Ensures compliance of program requirements and YMCA standards.
16. Implements the Y Core Values of Caring, Honesty, Respect and Responsibility.
17. Driving the Y Bus to safely transport children and staff to and from field trips.
18. Performs other duties as assigned related to summer camp program.

QUALIFICATIONS:

1. Applicants must be 21 years of age with High School Diploma or GED and have College Credits in ANY 100-Level or above of college coursework completed.
2. Knowledge of youth development and 2 years of experience working with children.
3. Must successfully pass background clearance.
4. Must complete all required YMCA training & certifications within 30 days of hire.
5. Have TB Test and MMR Immunization per WAC requirements.
6. Have a valid driver's license & good driving record to operate the Y Bus.
7. Ability to plan, organize and implement the age & developmentally appropriate activities

8. Ability to effectively work cohesively within a team.
9. Ability to effectively engage and communicate with staff, children and parents.
10. Ability to relate effectively to all groups of people from all social and economic segments.

PHYSICAL DEMANDS:

- Frequently required to walk (occasionally long distance), stand, bend, squat, reach, climb/descend stairs, occasionally sit, consistent movement around the environment. Accompany children in the pool on swim days.
- Able to lift and/or move up to 40 pounds.
- Assist children in behavioral risk situations. Campers can weigh up to 150 lbs.
- Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.
- Respond to emergencies throughout multi-story building, remote locations & varying terrain.
- Ability to withstand long periods of time in summer outdoor elements. Temperature could reach and maintain around 90-100 degrees.

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

BENEFITS:

- YMCA Membership (seasonal)
- Paid Sick Time

This position description does not include every duty required of the employee but serves as a general listing of expectations. This description does not constitute a contract for employment and may be changed at any time at the discretion of the employer.

The YMCA is an Equal Opportunity Employer committed to strengthening communities by connecting all people to their potential purpose and each other.