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FOR HEALTHY LIVING  
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## DAY CAMP SITE COORDINATOR

Job Title: **Day Camp Site Coordinator**

FLSA Status: Non-Exempt

Job Code: 901

Job Grade: Level 3

Reports to: Program Director

Revision Date: January 13<sup>th</sup>, 2015

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### POSITION SUMMARY:

Coordinates daily functions of a day camp site including staff scheduling, implementing activities, monitoring supplies, upholding YMCA policies and procedures, and maintaining program records. Provides a quality experience to children and parents focused on YMCA core values: honesty, respect, responsibility, and caring. Perform other duties as assigned.

### ESSENTIAL FUNCTIONS:

1. Supervises site staff, including corrective action/coaching. Ensures mandatory trainings and certifications are complete. Reports staff concerns to supervisor.
2. Manages site inventory, supplies and equipment maintenance. Reports all supply shortages, maintenance and cleaning concerns to supervisor.
3. Implements program activities that are culturally relevant, developmentally appropriate and consistent with YMCA values.
4. Uphold YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
5. Maintains positive relations with parents and other staff. Models relationship-building skills (including Listen First) in all interactions.
6. Attends staff meetings and trainings.

### YMCA COMPETENCIES (Team Leader):

***Mission Advancement:*** Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

***Collaboration:*** Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

***Operational Effectiveness:*** Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

***Personal Growth:*** Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate

behavior or performance. 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. High school graduate or equivalent; one year or more of college preferred.
2. Previous experience working with children preferably in a supervisory setting preferred.
3. Experience preferred in one or more of the following areas: outdoor living, archery, boating, camping, songs/music, skits, sports, aquatics, recreational games, etc...
4. At least 18 years of age.
5. CPR, First Aid, AED certifications, Child Abuse Prevention training and Day Camp Orientation training within 30 days of hire date.
6. Work effectively with people of different backgrounds, abilities, opinions and perceptions.
7. Valid CDL preferred.

### **PHYSICAL DEMANDS**

Ability to plan, lead and participate in a range of activities in a variety of outdoor/indoor settings, including severe heat.

1. Ability to verbally lead group activities.
2. Adequate mobility, sight and hearing to effectively supervise program participants.
3. Sufficient strength and agility to perform essential functions of position including the ability to lift a child who weighs approximately 50 pounds.
4. Ability to perform essential functions which may involve, but not limited to the following activities: standing; sitting; semi-to-full reaching overhead; crouching; kneeling; carrying; twisting of the waist, shoulders and legs.

### **HOURS:**

Part Time: Morning, Afternoon, Evening, Weekend availability required

### **PAY RATE:**

\$10.25-\$11.25 DOE

### **LOCATION:**

Fayetteville Branch

Y North Branch

### **TO APPLY:**

Submit Cover Letter, Seasonal Job Application, and Resume to:

Brian Allen  
2717 Fort Bragg Road  
Fayetteville, NC 28303

Brian.allen@ymcaofthesandhills.org

### **No Phone Calls Please**