



Racine Family YMCA
JOB DESCRIPTION

Job Title: Summer Day Camp Co-Director
Immediate Supervisor: SDC Director
Department: Bray
Pay Range: \$18.00 an hour

Date: February 7, 2024
Status: Full-time Part-time
FLSA Classification: Exempt Non-exempt
Leadership Level: Team Leader

Work Schedule:

May through August

Full time: up to 40 hours a week; Monday through Friday

Position Summary:

Under the direction and supervision of the SDC Director, and in harmony with the YMCA mission and the established policies, goals, and objectives of the Racine Family YMCA, the Summer Day Camp Co-Director shall be responsible for planning and leading indoor/outdoor recreation activities for youth enrolled in Summer Day Camp. Additionally, staff shall provide a quality experience to children and parents that focuses on the YMCA values: caring, honesty, respect, and responsibility, and in accordance with the YMCA policies and procedures.

Essential Function

1. Maintains responsibility for campers at all times.
2. Create lesson plans for all age groups.
3. Order and arrange pick up of daily/weekly snacks.
4. Create weekly work schedule a week ahead; reduce staff/hours when needed.
5. Address staff with concerns regarding performance.
6. Guides and directs Counselors in a variety of camp activities.
7. Coordinates field trips, arrange locations, busing and payments
8. Maintains required program records.
9. Approves and submits timesheets.
10. Understands and implements YMCA Character Development Program.
11. Monitors environment to identify and eliminate any risks that could cause incidents or accidents.
12. Makes ongoing, systematic observations and evaluations of each child.
13. Conducts informal parent conferences, and maintain positive relationships and effective communication with parents.
14. Responsible for program site and camp equipment.
15. Attends and participates in all staff training.
16. Acts as a positive role model while implementing YMCA character development and following the four core values of Caring, Honesty, Respect, and Responsibility.
17. Other duties as assigned.

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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Sufficient strength, agility, and mobility to perform essential functions of the position and to supervise program activities.

Qualifications

To perform this job successfully, individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

1. Minimum age of 18
2. Previous experience with children preferred i.e., Day Camp, Teacher.
3. Current First Aid, CPR and AED certification or obtain within 30 days of hire
4. Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.



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5. Previous experience with diverse populations. Ability to develop positive, authentic relationships with people from different backgrounds.
6. Have the knowledge of state licensing requirements and certifications.
7. Ability to manage multiple projects a one time, be flexible, and understand working as a team leader.

Disclaimer: The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to do the job. Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time. The employee must be able to perform the essential functions of the position satisfactorily and that, if requested, reasonable accommodations may be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. This job description does not constitute a contract of employment and that the Racine Family YMCA may exercise its employment-at-will rights at any time.

I have read the job description (or had it read to me) and I fully understand all my job duties and responsibilities. I am able to perform the duties and responsibilities as outline, with or without reasonable accommodations. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department and if so I will be required to perform such additional duties and responsibilities. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the HR staff.

Employee Signature

Date

Supervisor Signature

Date