



## PHILADELPHIA FREEDOM VALLEY JOB DESCRIPTION

**JOB TITLE:** Unit Director/Assistant Camp Director  
**LEVEL:** 7  
**SUPERVISOR:**  
**DATE:**

**JOB CODE:** 7240P  
**FLSA STATUS:** Non-Exempt  
**LOCATION:**

### POSITION PURPOSE

The Unit Director/Assistant Camp Director is responsible for the activities and personnel in providing a positive camping experience for a group or site; planning and implementing programs and activities appropriate for a specific group or site; ensure safety and well being of campers; supervising campers and staff to ensure that camper and parent needs and expectations are met.

### ESSENTIAL FUNCTIONS

- Plan and oversee the implementation of a variety of camp activities; ensure activities are age appropriate and contribute to the overall growth and development of the campers. Ensure comprehensive and inclusive activities. Actively participate in activities as required to encourage participation. Build relationships with campers to assess individual needs and interests. Ensure that all objectives are met.
- Monitor and train staff to ensure effective implementation of programs and activities. Ensure staff adherence to all policies and procedures. Hire, coach and train and terminate staff in providing a quality camping experience.
- Build relationships with staff and parents to ensure that expectations for camp and quality are being met. Provide effective communication to parents on camp activities and individual accomplishments.
- Interpret and maintain safety and health policies and procedures; train staff on roles and responsibilities in emergency procedures; ensure appropriate behavior of campers and staff to avoid risk of accidents; maintain awareness of camper physical well being; conduct safety programs each week; adhere to policies and procedures when caring for injured campers; report all incidents. Ensure a safe environment.
- Serve as role model for campers by arriving to camp, trips, meetings and activities at assigned time; displaying good sportsmanship; maintaining positive attitude about camp, campers, and staff; using appropriate language; following YMCA rules and regulations.
- Monitor and approve expenses. Ensure effective use of all resources, including staff.
- Attend conferences and parent nights when necessary.
- Participate as a member of the staff team and perform any related duties as required.
- Participate in staff training, meetings and conferences as required.
- Ensure quality of camp by noting any problems, safety concerns, or equipment disrepair. Ensure camp and equipment cleanliness.

### OTHER DUTIES AND RESPONSIBILITIES

- All Philadelphia Freedom Valley YMCA Staff is responsible for the following:
  - Maintaining a clean, well-groomed appearance while on duty and keeping in compliance with the Association and Department Dress Code Policy
  - A continued commitment to member satisfaction by ensuring excellent Member Experience
  - Maintaining the safety of all members and staff by identifying and correcting risk situations, writing incident reports, etc.
  - Ensuring the overall cleanliness of the facility
  - A commitment to Diversity and Inclusion

- Keeping the children in the care of the PFVY and participating in programming within the branches safe from harm and reporting signs and suspicions of abuse when necessary to the requisite state agency

**ENVIRONMENTAL CONDITIONS**

Exposure to weather, wet and/or humidity, high levels of noise.

**PHYSICAL REQUIREMENTS**

Ability to express or exchange ideas by means of spoken word to impart oral information and to convey detailed, spoken instructions to staff, members, children, and volunteers accurately, quickly, and loudly; ability to perceive the nature of sounds by ear; running quickly on land then safely entering the water; general swimming ability; ability to lift 50-75 pounds; ability to move about on foot quickly; ability to stoop, kneel, crouching and crawl; ability to clearly see at 20 inches or less and 20 feet or more

**REQUIREMENTS**

- Bachelor's degree in related field with 2 years of experience in working with children.
- Ability to motivate and supervise staff.
- Enthusiasm, sense of humor, patience and experience working with children.
- Ability to deal effectively with inappropriate behavior and recognize hazard situations.
- Valid Driver's license.
- Exhibit strong leadership skills; possess a passion for member service, building and maintaining a culture of member service excellence
- Acquire and maintain the following certifications:
  - CPR Pro/AED/O2 (valid 2 years unless otherwise noted)
  - First Aid (valid 2 years unless otherwise noted)
  - Pediatric First Aid (valid 2 years unless otherwise noted)
  - Requisite Redwoods Online Trainings (valid 2 years unless otherwise noted)

**OTHER**

At the YMCA we value the following attributes in personal character and behavior and believe that they are essential to attaining our mission:

<b>CARING</b>	Showing a sincere concern for others.
<b>HONESTY</b>	Be truthful in what you say and do.
<b>RESPECT</b>	Follow the Golden Rule.
<b>RESPONSIBILITY</b>	Be accountable for your promises and actions.

**OUR MISSION**

To translate the principles of the YMCA's Christian heritage into programs that nurture children, strengthen families, build strong communities and develop healthy minds, bodies and spirits for all.

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_