PHILADELPHIA FREEDOM VALLEY
JOB DESCRIPTION

JOB TITLE: Camp Director
LEVEL: 10
SUPERVISOR: Executive Director/Associate Exec.

JOB CODE: 9010F
FLSA STATUS: Non-exempt
LOCATION:

DATE:

POSITION PURPOSE
The Camp Director is expected to develop, manage and implement the overall strategy for delivering programs and services that are responsive to member and participant needs; provide leadership in the development, implementation, promotion and administration of all Day Camp programs including Traditional, Gymnastics, and offsite camps.

ESSENTIAL FUNCTIONS
- Develop and deliver high quality Camp programs that meet the needs of the community. Ensure quality program delivery and effective use of resources including staff, volunteers and equipment within established budget.
- Recruit, train, supervise and develop staff and volunteers to conduct programs and services. Prepare descriptions, establish standards, and monitor programs. Plan and conduct Camp staff training at the beginning of camp and ongoing meetings and necessary trainings to keep staff informed and certifications current.
- Create staff schedules, monitor time sheets, complete payroll, and be accountable for departmental budget relating to staff salaries.
- Provide leadership in developing partnerships with community organizations to create an awareness and understanding of the programs offered by the YMCA. Prospect these agencies for sponsorship, financial support or volunteer opportunities to enhance programs in the community. Develop relationships and implement strategies for using these resources to promote the mission of the YMCA.
- Assist with special events and ensure community participation in Healthy Kids Day.
- Coordinate and administer all aspects of program registration, promotion, open houses, and communications. Assure communication and information is clear for all participants.
- Awareness and knowledge of DPW regulatory standards regarding licensing, staff/child ratios and program delivery.
- Awareness and knowledge of YMCA Camp programs, procedures and policies.
- Be responsible for documentation to include daily and weekly rosters, status of registration, weekly statistics, parent newsletters, all third party payments for Camp.
- Conduct daily evaluation of equipment and facilities to be used for all programs. Follow up on all safety and cleanliness related issues.
- Responsible for YMCA Camp audit and assuring Camp is operated in accordance with ACA standards necessary for accreditation.
- Work cooperatively with other program Directors to schedule and run activities in the gym, pool and other spaces throughout the building. Communicate needs and concerns in oral and written form.
- Develop positive relationships with parents and families of all program participants.
- Assist with maintaining a safe facility by routinely inspecting First Aid kits, reviewing incident and accident reporting procedures and conducting staff training to handle emergencies.
- Assure supervision and management of all camp participants at the facility, during transport and on field trips by adhering to YMCA policies and procedures.

The Philadelphia Freedom Valley YMCA is an equal opportunity employer. The Y considers all applicants for employment without regard to race, color, religion, sex, national origin, age, physical or mental disability, or status as a Vietnam-era or special disabled veteran or other protected classification and in accordance with applicable laws.
• Develop departmental budgets. Monitor budgetary statements and prepare variance reports. Ensure the attainment of budgetary objectives.
• Work on Quality Teams relevant to program areas.
• Participate as a member of the management team responsible for the overall operation of the branch.
• Participate in the Annual Support Campaign and other development activities as appropriate.
• Attend staff meetings and trainings as required.
• Participate in weekly meetings with core staff to communicate program successes and shortcomings and to develop plans to address the identified needs.
• Administer appropriate budget lines and remain sensitive to budgetary constraints.
• Perform other related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES
• All Philadelphia Freedom Valley YMCA Staff is responsible for the following:
  o Maintaining a clean, well-groomed appearance while on duty and keeping in compliance with the Association and Department Dress Code Policy
  o A continued commitment to member satisfaction by ensuring excellent Member Experience
  o Maintaining the safety of all members and staff by identifying and correcting risk situations, writing incident reports, etc.
  o Ensuring the overall cleanliness of the facility
  o A commitment to Diversity and Inclusion
  o 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 Degree in Education, Recreation or related field with 3 years of working with youth and 3 yrs. of camp experience.
• CPR, First Aid, AED certification.
• Experience in staff supervision, committees and in providing leadership to groups.
• Proven success in developing and managing camp programs.
• Ability to operate PC, use spreadsheets, word processing and related software.
• Excellent oral and written communication skills.
• Ability to recruit and motivate staff.
• 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:
  o CPR Pro/AED/O2 (valid 2 years unless otherwise noted)
  o First Aid (valid 2 years unless otherwise noted)
  o Requisite Redwoods Online Trainings (valid 2 years unless otherwise noted)

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

Caring  Showing a sincere concern for others.
Honesty  Be truthful in what you say and do.
Respect  Follow the Golden Rule.
Responsibility  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: _______________________