PHILADELPHIA FREEDOM VALLEY
JOB DESCRIPTION

JOB TITLE: Teen and Camp Director
JOB CODE: 9010F
LEVEL: 10
SUPERVISOR: Executive Director/Associate Exec.

POSITION PURPOSE
Develop, manage and implement the overall strategy for delivering programs and services that are responsive to member and participant needs. Develop, supervise and deliver all Teen department programs. Provide leadership in the development, implementation, promotion and administration of all Day Camp programs. Manage all aspects of the Camp facility to promote a clean, safe and friendly environment. Communicate and work cooperatively with other departments. Recruit members to volunteer for program delivery. Develop and maintain relationships with volunteers for the operation of above mentioned programs. Work to establish a consistent presence in the YMCA’s service region, including a connection with the surrounding area school districts. Develop and implement training programs that build a work culture that is responsive to members’ program wants and needs. Establish relationships, contacts, and resources to position the branch for success in the community.

ESSENTIAL FUNCTIONS
- Develop and deliver high quality Teen and 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.
• 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. Participate in and lead events as required.

OTHER DUTIES AND RESPONSIBILITIES
• Respect others by arriving on time and in accordance with schedule. Wear proper attire in accordance with YMCA standards. 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.

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.
• Physical ability to move from inside to outside, move across difficult terrain, demonstrates equipment use, see and hear participants in distress.
• 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.

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: To be sensitive, understanding and responsive to the well-being of self and others.
HONESTY: To be truthful, ethical, trustworthy, sincere and fair in word and action.
RESPECT: To value the worth of person and property. Treating others as you would have them treat you.
RESPONSIBILITY: To recognize, accept and fulfill the obligation to contribute to a better society.

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: ____________________