



SUMMER CAMP JOB ANNOUNCEMENT/DESCRIPTION

POSITION TITLE: Camp Program Director

REPORTS TO: Camp Director

DATE: Summer 2020

GENERAL FUNCTION: The Camp Program Director is responsible for planning and leading general program operations, staff and camper supervision, office administration, camper files, record keeping, program schedule planning/organization and camp programming. Health care duties include: oversee the health of campers and staff including: camper health checks, administering camper medications, first aid and sick camper treatment/documentation.

YMCA Camp Glacier Hollow offers a variety of traditional Resident Overnight Camps, Day Camps and Adventure Trips for youth ages 7-17. We are dedicated to providing a safe, fun and small group environment, which develops the spirit, mind and body of each individual. Camp is a special place where youth and teens learn about the environment, develop positive values, make meaningful friendships, learn new skills and increase self-confidence. In our community of caring adults Y Camp Glacier Hollow helps kids grow and find themselves. Camp is nestled just 14 miles east of Stevens Point in beautiful Central Wisconsin on Lake Elaine. Camp serves up to 175 total campers per week and runs from May 26 – August 28, 2020.

QUALIFICATIONS: The Camp Program Director must be at least 21 years of age and has previous camp or related leadership and health services experience. Emergency Medical Response, First Responder or other Licensed Health Care Certification is preferred. Preference will be given to applicants who have completed college course work or a degree in camp administration, youth development/education, recreation, health related fields, and previous camp experience. Previous leadership experience and/or desire to work with youth and teens is required. A valid driver's license required. Lifeguarding certification preferred. Must be a positive role-model, flexible, energetic, dedicated and a responsible team player. Some online pre-camp training may be required.

PHYSICAL REQUIREMENTS: Must be able to respond to campers or staff needing first aid in various situations around camp grounds. Must be able to lead and participate along with groups of campers in various physical activities and in various indoor/outdoor settings. A high level of physical fitness, energy, and stamina, as well as, being able to lift/carry/load heavy supplies and equipment is required. Such activities include traditional camp activities, canoeing, team building, swimming, and other sports and activities. Prior to work all staff will be required to provide a Physician signed health examination which includes a Mantoux Tuberculin Skin Test.

SALARY: April 1 – May 26, 2020 Part-time hours required, approximately 20 hrs/week, flexible schedule, hourly pay range \$8.00-\$9.00/hr. After May 26, 2020 salary pay ranges from \$350 - \$380 / week (room and board included) from May 26 – August 28, 2020 (depending on experience and qualifications). Regular Camp meals are included.

APPLICATIONS: For more information and application forms, please contact:

Tiffany Praeger, Camp Director
Stevens Point Area YMCA, 1000 Division Street, Stevens Point, WI 54481
tpraeger@spymca.org (715) 952-9371

APPLICATION DEADLINE: Positions will be filled as qualified applicants are identified with the intent that all positions will be filled by April 15th.

Stevens Point Area YMCA (Business)

1000 Division Street • Stevens Point, Wisconsin 54481 • 715-342-2980 • fax: 715-342-2987 • www.spymca.org

YMCA Camp Glacier Hollow (June – August)

P.O. Box 142 • 9289 Pavelski Road • Nelsonville, WI 54458 • 715-824-5267 • www.glacierhollow.com

WORK SCHEDULE: The Stevens Point Area YMCA has a full schedule of programs during the summer months, including programs that continue on some weekends and holidays. Typical schedule for the Program Director is Sunday – Saturday with flexibility and will include day, evening, some overnight and weekend times. April 1-May 26, 2020, 20 hrs/week, flexible schedule. A schedule will be arranged in advance.

2020 PROGRAM SCHEDULES INCLUDE:

Resident Camp Staff		Adventure Trip Staff		Day Camp Staff	
May 26-June 5	Overnight Staff Training	May 26-June 5	Overnight Staff Training	May 26-June 5	Overnight Staff Training
June 8-12	LIT Training w/ Thurs. ON	June 8-12	LIT Training w/ Thurs. ON	June 8-12	Building & Construction w/ Tues. ON
June 14-19	CIT Training	June 14-19	CIT Training	June 15-19	Carnival Kick-Off w/ Thurs. ON
June 21-26 June 21-24	Huntin' Fishin' Campin' Beginning Adventures	June 21-26	Resident Support	June 22-26	Holiday Hoopla
June 29-July 3	*Day Support; Thurs. ON	June 28-July 3	Devils Lake Trip #1	June 29-July 3	Wet n Wild I w/ Thurs. ON Horse Camp I-Beginner
July 6-10	*Day Support; Wed. ON	July 5-10	Devils Lake Trip #2	July 6-10	Hooked on Fishing
July 12-17	Splash N Sport	July 12-17	Resident Support	July 13-17	Culinary Chef...Camp Style
July 19-24	The Adventure	July 19-24	Resident Support	July 20-24	Exploring the Outdoors Horse Camp II-Beginner
July 27-31 Aug 2	Day Support; Wed. ON Sunday Timbertop Training	July 26-31 Aug 2	Porkies Backpack Trip Sunday Timbertop Training	July 27-31	Wet N' Wild 2 w/ Wed. ON
Aug 2-7	Timbertop Camp for Kids w/ LD	Aug 2-7	Resident/Day Support	Aug 3-7	Yeehaw Horse Week w/ HR
Aug 9-14	Wise Spirits (Girls Camp)	Aug 9-14	Resident/Day Support (all females on Res Camp)	Aug 10-14	Sports Training Camp (all females on Res Camp)
Aug 17-21	*Day Camp Support; Wed. ON	Aug 17-21	*Day Camp Support; Wed. ON	Aug 17-21	Art-tastic Vibes w/ Wed. ON Horse Camp III-Advanced
Aug 24-28 Aug 29	*Day Camp Support; Thurs. ON; Thurs. Open House Saturday Camp Clean-up	Aug 24-28 Aug 29	*Day Camp Support; Thurs. ON; Thurs. Open House Saturday Camp Clean-up	Aug 24-28 Aug 29	Crazy Campers' Choice w/ Thurs. ON; Thurs. Open House Saturday Camp Clean-up

**Indicates Possible Week Off (Depending on Requests and Need)*

ON = Wednesday or Thursday Day Camp Overnighter

KEY RESULT AREAS:

- Provide a SAFE and FUN experience for all summer camp program participants.
- Lead the operation of the Health Center by preparing for upcoming camps, conducting a weekly inventory of medical supplies and medications, preparing camper lists, health forms and medical needs/kits and for all off site adventures and overnight camping trips, and other duties as assigned.
- Review all camper registrations and health forms.
- Perform health checks upon camper arrival Resident Camp week.
- Dispense and record medications daily.
- Provide first aid for injuries and illnesses.
- Assist with training staff in first aid and health care procedures.
- Assistant Program Director duties include, staff supervision, general office, camper files, record keeping, program schedule planning/organization and camp programming.
- Ensure smooth program operations that are responsive to participants needs.
- Establish positive and productive relationships with campers, parents and staff.
- Support social, emotional, spiritual, and physical development and provide positive guidance to all program participants.
- Provide positive leadership and role modeling.
- Maintain a flexible, energetic, and mature attitude.
- Incorporate Character Development, the YMCA Four Values, and the YMCA mission into all aspects of the camping programs.
- Maintain a commitment to professionalism, quality programming and clean facilities.
- Ensure the safety and wellbeing of participants by; making participants aware of and enforcing appropriate safety regulations and procedures, applying appropriate behavior management techniques, and maintaining all program equipment and facilities.
- Work as a contributing team member and demonstrate initiative.
- Adhere to the Stevens Point Area YMCA Code of Conduct, Staff Polices, and Camp Licensing procedures.
- Adhere to OSHA standards and guidelines.

I understand and mutually accept that the above job description represents my agreement as to the job to be performed and that this job description is not a contractual agreement.

Employee Signature _____

Date _____

Employer Signature _____

Date _____