



SUMMER CAMP JOB ANNOUNCEMENT/DESCRIPTION

POSITION TITLE: Resident and Day Camp Program Coordinators

REPORTS TO: Camp Program Director

DATE: Summer 2020

GENERAL FUNCTION: The Resident and/or Day Camp Program Coordinators are responsible for working with the Camp Program Director with leading, planning, preparing, supervising staff, general program operations, and for camp counseling. Resident and Day Camp Counselor/Naturalists are the primary care providers and mentors for our campers. Counselors are responsible for individualized camper care, carrying out overall camp program operations, teaching traditional camp and environmental education activities, maintaining program equipment and general facility cleanliness. Each Program Coordinator will be responsible for supervising the perspective LIT or CIT program.

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 29, 2020.

QUALIFICATIONS: Resident and/or Day Camp Program Coordinators must be at least 20 years of age and has previous camp or related leadership experience and bachelors degree or its equivalent. A CPR and first aid certification are required. Lifeguarding certification and American Red Cross Responding to Emergencies or equivalent preferred. Preference will be given to applicants who have completed college course work or a degree in camp management, environmental education, education, recreation or related fields. Training and/or experience in one or more of the following areas are desired: camp counseling, team building, experiential education, environmental education, outdoor adventure/recreational activities, waterfront supervision, arts & crafts, campfires, and field sports. Previous leadership experience and/or desire to work with youth and teens is required. 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 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.

SALARY: Salary pay ranges from \$250-\$265/week for Resident Camp Coordinator and \$360-\$370/week for Day Camp Coordinator for 13-14 weeks from May 26 – August 29, 2020 (depending on experience, qualifications and room and board). Room and 3 meals/day are provided during staff training, for resident camp staff and for day camp overnights. Day Camp Coordinator may have an option to take room and board.

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: Accepting applications until a qualified candidate is identified.

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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.

Resident Camp Coordinator is expected to live on camp during residential camps. Camp lodging may be in non-heated cabins shared with campers and other staff. Resident Camp Coordinator will be given scheduled time off and will support day camp programs during days/weeks of non-residential camps. Resident Camp Coordinators will typically get 1-2 hour scheduled breaks each day and additional off-site time weekly. There are 13-14 weeks of employment available. Some pre-summer planning hours required, flexible schedule.

Day Camp Coordinator typical workday is 8:00am-5:00pm, Monday –Friday and 6-8 one night overnights on scheduled Wednesdays or Thursdays. The Day Camp Coordinator is also required to work a rotational pre and post camp (1-3 weeks dependent on need) from 6:30am-9:00am or 4:30pm-6:00pm. Day Camp Coordinator will lead and plan the staff meetings which are held once a week at the end of the camp day on most Tuesdays. 14 weeks of employment. Some pre-summer planning hours required, flexible schedule.

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 Overnights

KEY RESULT AREAS for Resident & Day Camp Counselors:

- Provide a SAFE and FUN experience for all summer camp program participants.
- Ensure smooth program operations that are responsive to participants needs.
- Create fun and educational activities.
- 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; knowing participant locations at all times, 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 _____