



NON-EXEMPT

SUMMER REC/GLA-DA-WEN-TA CAMP SITE COORDINATOR

Reports To: Director of Education and Youth Development
Supervisory Responsibility: Yes

Position Summary:

To provide meaningful experiences to youth, by creating a safe and engaging program environment, and conduct activities that support curricular plans of learning and engaging youth. This role will work to build a partnership with the camp employees including Site Coordinators, Counselors, volunteers, and youth campers.

Camp Goal: Our goal is to provide every child with fantastic camp experience and strive to create opportunities for personal growth and new friendships in a safe physical and emotional environment.

Camp Description: Both Gla-Da-Wen-Ta and Summer Rec use the same themes throughout the summer sharing ideas and activities that tie into their themes each week. It is the idea that these camps work together in staffing and sharing of our resources to best serve our campers. Both camps run Monday-Friday from 9-4.

Differences:

Gla-Da-Wen-Ta:

- Camp runs 11 weeks from June 8th – August 23rd
- Field Trip each week
- Before and After Care
- Held at the Benton Harbor-St. Joseph YMCA
- YMCA of Greater Michiana sponsored camp

Summer Rec:

- Camp runs 7 weeks from June 8th - July 24th
- Two Field Trips (Kalamazoo Growlers and Kalamazoo Air Zoo)
- Held at John and Dede Howard Ice Rink
- City of St. Joseph sponsored/partner camp

Qualifications:

1. Associate's Degree (education major or equivalent is preferred but not required).
2. Knowledge and skills for classroom management.
3. Be innovative and creative with effective interpersonal skills.
4. Demonstrate leadership abilities at all times to staff and youth.
5. Preferred CPR/AED, First Aid & Blood Borne Pathogens certification (or complete required training available to staff).
6. Ability to handle and resolve conflicts.
7. Dependable and punctual work ethics.
8. Ability to be adaptable, organized, patient, and enthusiastic in an active setting.
9. Alert at all times and have an attention to detail.

10. Ability to work effectively and cooperatively with leadership and program staff.

Experience

1. Working with youth in a fun and structured environment.
2. Working with diverse populations.

Specific Responsibilities:

1. Supervise and teach camp participants directly through program engagement and curricular implementation.
2. Lead and observe counselors and volunteers by modeling appropriate behavior and providing opportunities of engagement, advice, and direction for staff/volunteer participants.
3. Provide youth information they need to make good decisions by incorporating character education in daily routines and activities.
4. Identify and respond to behavior issues. Communicate concerns with camp leadership (including program director and co-coordinator).
5. Maintain accurate program records including daily attendance, incident reports, data collection, and any additional program paperwork as needed.
6. Ensure that the program area and supplies are kept clean and organized.
7. Deliver an amazing program to stimulate spirit, mind, and body.
8. Work alongside all other staff to create a positive and exciting environment for all.
9. Organize and enthusiastically implement program activities through planning, preparing, and executing activities that meet participant needs and program requirements.
10. Maintain program quality and intention through constant support and communication with co-coordinator.
11. Help fellow camp leadership and Program Director with assignments as needed.
12. Demonstrate to the youth in our community what it takes to be a responsible member in society by incorporating activities that teach social responsibility.
13. Apply first aid when needed and handle emergency situations calmly and quickly.
14. Understand camp child licensing laws.

Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. This job requires minimum standing and walking 80% of the time.
2. Duties require lifting and/or moving up to 100 pounds.
3. Reaching, twisting, and turning, kneeling, bending, squatting, and stooping in the performance of daily activities.
4. Specific vision abilities required by this job include close and distance vision, and the ability to adjust focus.

Employee Signature _____ Date _____