

**CENTRAL CONNECTICUT COAST YMCA**  
**Job Description**

<b>Position</b>	Assistant Day Camp Director (seasonal)	<b>Branch</b>	
<b>Reports to</b>		<b>Date</b>	March 2005

**General Function**

Under the assistance of the \_\_\_\_\_ the Assistant Day Camp Director will assist with the development and implementation of all day camp activities and staff. The Assistant Day Camp Director will provide a safe and nurturing environment for everyone; will be actively involved in day to day operations and have a positive attitude about all programs.

**Know How**

- College sophomore or equivalent, at least 21 years old, valid driver's license, and an acceptable driving record
- Current First Aid and Adult and Child CPR certifications
- At least two years of experience as a senior counselor, unit director or specialty director at a licensed day or resident camp.
- Desire and ability to work with and relate to children and one's peers outdoors
- Ability to create, schedule, organize and implement daily and special Day Camp programs
- Physical, visual and auditory ability to identify and respond to environmental and other hazards related to assigned activities.
- Ability to take initiative, be highly organized, effectively communicate, and manage groups
- Good role model, high integrity, and adaptable

**Principle Activities**

1. Assist supervisor with the development and implementation of all camp activities.
2. Assist in the preparation and provide leadership to portions of staff training modules.
3. Assist with the recruitment and assignments of all camp staff.
4. Assist with day to day supervision of staff and campers including but not limited to recognition of performance and intervention when performance deficiencies or behavior problems arise.
5. Accurately prepare and submit Accident and Incident Reports in a timely manner and per specified procedures.
6. Assist with ordering equipment and supplies as needed.
7. Assist with responding to parent, community, and vendor concerns in a timely manner.
8. Assist with evaluating the effectiveness of Day Camp and the staff to meet the mission of the YMCA, the goals of the program, the quality of staff interactions, and the efficiency of everyone to handle emergency situations.
9. Be consistently available to staff and campers and provide on-going assistance, guidance, and training.
10. Intervene in any situation to improve the quality of the relationships and experiences of campers and staff.
11. Assist with overseeing group assignments, operation needs, generating and implementing new programs, and special events, transportation, overnights, and upkeep of Day Camp program areas and equipment.
12. Assist with planning and providing an atmosphere of high staff morale among Day Camp staff.
13. Actively participate in staff meetings and other events as assigned.
14. Demonstrate and teach the values of caring, honesty, respect, and responsibility to all campers and staff.
15. Follow all camp rules and regulations and enforce them among campers and peers.
16. Maintain positive public relations with parents, visitors, and the general public at all times.
17. Submit all required paperwork on time.
18. Serve as an ambassador for the YMCA.
19. Perform other duties as assigned.

**Effect on End Results**

1. To the extent that campers develop in caring, honesty, respect, and responsibility in a safe and nurturing environment.
2. To the extent that camp meets or exceeds all targets for enrollment and net income.
3. To the extent that camp meets or exceeds quality/satisfaction targets.
4. To the extent that equipment and facilities are kept in good repair and condition.