FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Central Connecticut Coast YMCA
Position Announcement

Job Title: Unit Director
Incumbent:
FLSA: Full Time Exempt Seasonal

Reports To: Camp Director
Work Location: Camp Tepee – Monroe, CT
Work Schedule: M-F 8:30am-4:30pm

A Career with a Cause:
At the YMCA, strengthening community is our cause. Our mission is to put Judeo-Christian principles into practice through programs that build healthy spirit, mind, and body for all. The Y strengthens the foundations of communities and families through our key areas of focus; youth development, healthy living, and social responsibility and our core values of caring, honesty, respect, and responsibility. We are committed to this cause because a strong community is achieved when we invest in our children, health, neighbors, and values.

General Function:
Unit Directors will directly supervise and effectively lead an assigned age group of campers and the staff assigned to that unit. Unit Directors will provide a safe and nurturing environment for campers and staff; will be actively involved in daily activities and have a positive attitude about all camp activities.

Salary:
- Salary Range: $300-$385 per week, Non-exempt

Essential Duties and Responsibilities:
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
The essential functions of this position include, but are not limited to the following:
- Model and teach the YMCA values and camp philosophies with campers, colleagues, parents, visitors and any other constituents.
- Connect quickly with campers. Develop and maintain personal relationship with campers that inspire trust and confidence. Assist each camper with meeting personal goals and those established by the camp for camper development.
- Assist Camp Directors with development and implementation of camp curriculum and schedules. Lead activities for camp and/or unit as assigned.
- Assist Directors with recruitment and selection of staff as assigned.
- Assist Directors with development and implementation of staff training curriculum. Lead training activities and/or staff meetings as assigned.
- Assist Senior Counselors in planning, organizing and leading small and large group activities. This may include evening, overnight and/or weekend events. Ensure that curriculum is followed but also allow for spontaneity, creativity and flexibility.
- Act as a team member as evidenced by active participation in all training events and staff meetings, cooperating with and seeking out all camp staff members.
- Actively participate in camper activities.
- Supervise Senior Counselors as assigned. Provide coaching to staff to ensure that goals are achieved and to prepare them for increased responsibilities. Prepare and process evaluation in accordance with camp procedures.
- Assist Counselors in executing established procedures for supervising campers and activities including but not limited to transportation, group time, lunch and all swim times.
- Execute day-to-day responsibilities to create a safe, secure and enjoyable environment. Enforce all safety regulations including keeping campers and program areas clean and safe.
- Anticipate and minimize potential problems with staff, campers or the environment and respond effectively to problems that occur. Apply camp policies and procedures in responding and/or disciplining staff and campers.
- Respond quickly and effectively to accidents and incidents. Conduct investigations as may be required. Accurately prepare and submit Accident and Incident Reports in a timely manner.
- Conduct emergency drills and debrief staff and campers after each drill.
- Execute established procedures for supervising camper health including visits to nurse and assisting as a lookout at aquatic areas.
- Perform other duties as assigned.
- Submit all required paperwork per specified deadlines.

Experience, Education and Qualifications:
- At least one year of experience as a senior counselor or specialty director at a licensed day or resident camp.
- At least 1 year of post-high school education in a related field (EX: education, recreation, human services) is preferred
- Current First Aid and Adult and Child CPR certifications. AED and O2 administration certifications preferred.

- Demonstrated ability to work with and relate to school-age children, teens and one's peers.
- Demonstrated ability to create, schedule, organize and implement daily camp activities, special events and staff training activities.
- Physical, visual and auditory ability to identify and respond to environmental and other hazards related to assigned activities. Must be able to run, walk or stand and fully participate in camp activities for up to 8 hours.
- Demonstrated ability to communicate, supervise and work with assigned ages and skill levels and provide necessary instructions.
- Good role model, of high integrity, and adaptable
- Valid driver's license, and an acceptable driving record is preferred

Trainings & Certifications:
- Must complete online Blood borne Pathogens and Employee Safety trainings prior to initial assignment to position.
- Must complete other New Employee training within the first 90-days of employment.
- Must complete Child Abuse Prevention trainings within the first 90-days of employment.

Core Competencies:
Collaboration: Creates sustainable relationships within the Y and with other organizations in service to the community.
- Develops and maintains positive relationships with volunteers, members, program participants, and colleagues at all levels of the organization.

Communication & Influence Listens and expresses self effectively and in a way that engages, inspires, and builds commitment to the Y's cause
- Interprets messages and body language effectively.
- Listens with the intent to understand the perspective of others by using appropriate communication methods, including open-ended questions.
- Responds to the individual needs of the other person.

Inclusion: Values all people for their unique talents, and takes an active role in promoting practices that support diversity, inclusion, and global work, as well as cultural competence
- Embraces all dimensions of diversity (i.e., ability, age, culture, ethnicity, faith, gender, gender identity, income, national origin, race, religion, sexual orientation, socio-economic status, etc.) by treating all people with dignity, compassion, and respect.
- Creates a safe environment in which others feel welcome and respected.

Functional Expertise: Executes superior technical skills for the role
- Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.
- Uses best practices, guidelines, and industry standards as a framework to improve performance.
- Demonstrates up-to-date knowledge and skills in the technology associated with the job.
- Serves with purpose and passion.

Program/Project Management: Ensures program or project goals are met and intended impact occurs
- Organizes program or project resources, space, or deliverables to best meet intended goals and outcomes.
- Delivers a high-quality experience to members, participants, or project teams.

Developing Self & Others: Develops self and supports others (e.g., staff, volunteers, members, program participants), both formally and informally, to achieve their highest potential
- Supports members, participants, or project teams in achieving their goals.
- Reflects on and learns from successes and mistakes.
- Proactively shares information, experiences, lessons learned, and suggestions to help others be more successful.
- Volunteers for challenging tasks or projects in an effort to grow and develop.
- Solicits and is open to informal learning opportunities to gain insight (e.g., performance feedback, coaching, and stretch assignments).

Effect on End Results:
This position strongly impacts the effectiveness with which the Central Connecticut Coast YMCA accomplishes its mission. The role requires that the Unit Director be committed to delivering high quality results, building positive relationships, maintaining a safe environment, and fostering a healthy community for all.
- All YMCA programs are recognized in the community as high quality and safe programs.
- CCC YMCA Camp meets the needs of its community.
- Camp quality and member satisfaction with programs meet or exceed targets.
- All applicable licensing standards, grant stipulations, YMCA policies, state and local laws, and YMCA of the USA risk management recommendations are met or exceeded.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee regularly is required to stand; walk; run, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

This job operates in a recreational and educational environment. This role routinely uses standard sports and recreation equipment such as gym equipment, sports equipment, and office equipment such as phones, photocopiers, filing cabinets, and fax machines. At times, employees may be exposed to undesirable working conditions, communicable infectious diseases, and risk of injury from others. All employees are required to follow the preventative health policies of the YMCA at all times. The noise level in the work environment is moderate to high.

Other Duties
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

About Camp:
Camp Tepee was established in 1958, at the current location, and since then has continued to be a great outdoor summer experience. On a daily basis, campers will explore the 47 acres the YMCA camps Camp Tepee. Some activities include; zip-line, swimming lessons, a climbing wall, arts and crafts, archery, ropes course, and much more! Camp Tepee is designed for children 3-15 years old. At Camp Tepee, youth have an opportunity to build new skills and talents, foster relationships with friends and role models, and develop a sense of belonging so they feel comfortable to be themselves. Our welcoming and inspiring setting motivates kids to push past their comfort zones, to try new things and build confidence in their abilities. Generations of families have been involved with Camp Tepee because of the unique stories and traditions that exist in the program. Camp Tepee offers children many opportunities to grow and experience new things. We are committed to helping your child have The Best Summer Ever.

Application Information:

Submit a cover letter, resume, and four references by April 27, 2018 to Devin Gallipoli, Youth and Family Services Director dgallipoli@cccymca.org