



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

SUPERIOR DOUGLAS COUNTY FAMILY YMCA – JOB DESCRIPTION

Job Title: Camp Lead Staff
FLSA Status: Non-Exempt
Job Type: Seasonal
Reports to: Day Camp Coordinator
Revision Date: 1/6/2025

Summary/Objective

Assist the Camp Director in overall program development, staff training, and supervision of all staff and campers on site.

Our Culture

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger, beginning with you.

Essential Functions

- Assists the camp director in the planning and implementation of staff training
- Assists the camp director with the planning, implementation, and supervision of the Counselor-in-Training (CIT) program and participants.
- Acts as a substitute counselor when needed
- Provides resources and ideas to counselors for games, art projects, teaching methods, and behavior management
- Assists the director in the scheduling of staff for camper groups, extended care, and bus duty
- Assists the director and counselors in carrying out daily scheduling and planning
- Upholds camp policies and to use the camp's philosophy as a basis in working with everyone - campers, counselors, and parents
- Assists with the planning and implementation of events at camp (open house, 5k, etc.)
- Responsible for knowing each group's daily activities and for making suggestions or providing other kinds of support as needed
- Maintains current required certifications
- Assists the camp director in other matters as directed
- Fosters an inclusive environment appreciative of differences in the workplace. Meaningfully participate in and lead efforts to support the Y's commitment to equity and diversity
- Other duties as assigned

YMCA Competencies

- **Mission Advancement:** Accepts and demonstrates Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.
- **Collaboration:** Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.
- **Operational Effectiveness:** Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.
- **Personal Growth:** Pursues self-development that enhances job performance. Demonstrates an openness to change and seeks opportunities in the change process. Accurately assesses personal feelings, strengths, and limitations and how they affect relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

Supervisory Responsibility

The Camp Lead Staff will provide resources, education, and ideas to camp staff. This position does not hire or terminate staff but will assist the Camp Coordinator with staff observations.

Work Environment

Camp is held outside for most of the day. All day camp staff will encounter uneven walking conditions and a variety of weather conditions. Staff will be exposed to elements of nature including sun and water. They may encounter ticks and mosquitoes.

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.

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques
- Visual and auditory ability to identify and respond to environmental and other hazards of the site and facilities and camper and staff behavior

- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers
- Ability to lift up to 50 pounds
- Operates with daily exposure to the sun and heat and exposure to various animals, plants, and environmental conditions
- Occasionally sit, climb or balance, and stoop, kneel, crouch or crawl.

Position Type/Expected Hours of Work

The Camp Lead position is a seasonal position that serves during the summer months (May through August).

Travel

Travel will generally be conducted by the Superior School District busses from Superior to Camp Tall Pines in the morning, and Camp Tall Pines to Superior in the afternoon. The Camp Lead may be required to travel in their own vehicle to different program sites, depending on schedule or situation.

Required Education and Experience

- At least 18 years of age
- Certifications: CPR/AED for the Professional Rescuer or equivalent, and Basic First Aid (required). Training can be provided upon hiring and must be obtained within 60 days. Higher levels of certification are accepted
- Able to accompany campers to main program areas, lead small and large group activities, supervise campers' participation in structure and unstructured activities, demonstrate sensitivity to the needs of campers served, interact appropriately with campers and staff in all types of situations, appropriately model behavior, and use of positive behavior management techniques
- Able to assist campers in emergency (fire, severe weather, injury, etc.). Must have enthusiasm, patience, creativity, common sense, and a commitment to work with children and ability to build relationships with people
- Ability to communicate with parents maturely and effectively
- Commitment of supporting principles of equal opportunity and affirmative action to achieve a diverse work environment

Preferred Education and Experience

- Previous experience working in a day or residential camp serving children.
- Previous experience in one or more of the following areas: outdoor living, archery, boating, camping, sports, aquatics, or recreational games
- Holding a bowhunter or hunter safety certification is strongly preferred.
- Holding a certification as a lifeguard is strongly encouraged and preferred, but not required (Lifeguard classes can be provided for staff who are not certified but are interested in pursuing this opportunity).

Additional Eligibility Qualifications

- Must be able to pass a background check.

EEO Statement

The Superior Douglas County Family YMCA (the Y) provides equal employment opportunities (EEO) to all employees and applicants for employment without regards to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Y complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absences, compensation, and training.

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.

Signatures

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____