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## SUPERIOR DOUGLAS COUNTY FAMILY YMCA – JOB DESCRIPTION

Job Title: Camp Tall Pines Camp Coordinator

FLSA Status: Non-Exempt

Job Type: Seasonal

Reports to: Youth Development Director

Revision Date: 1/02/2025

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### Summary/Objective

The Camp Tall Pines Camp Coordinator is responsible for the development, coordination, facilitation and safety management of a collaborative Day Camp program.

### 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

- Recruits, hires, trains, schedules, and supervises all Day Camp staff in accordance with State Certification requirements and YMCA policies/HR procedures.
- Works with Branch staff and partners to provide in depth training and ongoing support to staff as well as the facilitation of regular staff meetings.
- Supports day camp registrations. Includes sending confirmation emails to all participants, keeping rosters up to date, and notifying staff and volunteers of any important information regarding each camper, keeps emergency information up-to-day and accessible for all counselors and assist with childcare county assistance paperwork.
- Handles any incidents in a prompt, efficient, and professional manner in accordance with outlined policies and procedures.
- Develops day camp programs in accordance with program goals/structure, objectives and strategies of the YMCA and State Certification.
- Develops solid relationships with partner site and other collaborative partners to accomplish the goals of the day camp program.
- Develops and maintain parent and guardian relationships; communicate via in person, phone, email, and social media.
- Assists with maintain and operating within budget.
- 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.

- Follows YMCA and State Certification procedures to manage risk for the program
- Oversee behavior management of participants and follows program behavior rubric
- Assist monitoring ground and facilities and alert supervisors of any needed maintenance
- Attends staff meetings and trainings as required
- Completes other duties as assigned

### **YMCA Competencies**

- Mission Advancement: Accepts and demonstrates the 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 Tall Pines Coordinator will supervise the Day Camp Staff and volunteers. This position will recruit, hire, train, schedule, and supervise all day camp staff and volunteers. In addition, the Day Camp Coordinator will also coach and terminate day camp staff.

### **Work Environment**

Camp Tall Pines is located in Lake Nebagamon with a pick up and drop off location at Great Lakes Elementary School in Superior. All day camp staff will encounter uneven walking conditions and a variety of weather conditions.

### **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.
- The employee must also frequently lift and/or move up to 25 pounds and occasionally lift and/or move 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 Day Camp Coordinator will work Monday through Friday and work during the time day camp is in session. The position is a seasonal position, with work being completed during the months of May through August.

### **Travel**

The Day Camp Coordinator may be required to drive a Y vehicle, which will require the possession of a current and valid driver's license.

### **Required Education and Experience**

- At least 21 years of age
- Experience in leadership of Camp Programs including supervision, program development and/or training
- Ability to effectively communicate with parents, guardians, staff, volunteers, and children
- YMCA Leadership experience and training preferred
- 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
- Lifeguard certified or willing to obtain prior to the start of camp
- Commitment of supporting principles of equal opportunity and affirmative action to achieve a diverse work environment

### **Additional Eligibility Qualifications**

- Must be able to pass a background check.

### **EEO Statement**

The Superior 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\_\_\_\_\_