

Wenatchee Valley YMCA – Lake Wenatchee YMCA Camp

Position Description 10/16

Position: Multi-Media / Games Coordinator

Classification: Temporary Exempt (Seasonal)

Supervisor: Camp Director

General Function

The Multi-media / Games Coordinator plans and implements creative age appropriate games and will use multiple forms of media to record and promote camp. This position will assist in managing the health, welfare, and development of a group of 5 to 8 campers on a 24-hour basis.

Position Requirements

The Multi-media / Games Coordinator must be able to relate well with campers, staff, and parents, while being an enthusiastic person who wants to spend a rewarding summer working with children and mentoring teens. This person will be an organized and creative person who will plan and prepare nightly games and activities for up to 90 youth ages 6 years to 17 years old. The Multi-media / Games Coordinator will actively seek photo/video opportunities highlighting campers creating memories that last a lifetime. This position will sort all submitted media and select appropriate postings within the YMCA guidelines, and create promotional materials in a timely fashion.

All staff are expected to act as positive role models to staff and participants by demonstrating the Y's core values of Caring, Honesty, Respect and Responsibility in all their interactions. The Multi-media / Games Coordinator must be committed to the mission of the Wenatchee Valley YMCA and the enhancement of developmental assets in children.

Residence at the Lake Wenatchee YMCA Camp is required during the summer season, room and board is provided during seasonal employment. The job functions are performed in a rustic environment and in a variety of buildings and outdoor settings with varying weather conditions. This position requires frequent physical activities including hiking, walking, lifting up to 45 lbs and occasional squatting and kneeling. The Multi-media / Games Coordinator must have current First Aid, CPR and AED certifications; a Washington State Food Handler's Permit and be at least 18 years old.

Essential Position Functions

1. Plan and coordinate nightly all camp games program, facilitating a fun large group experience in an outdoor environment for campers, helping each camper meet the goals established by the camp for camper development.
2. Develop and implement a plan which includes staff, to capture quality photos and videos to create multimedia productions of camp magic to be sorted and posted nightly.
3. Provide camper supervision within established policies, procedures, and risk management guidelines.
4. Provide positive behavior management to promote developmental asset building.
5. Maintain clean, attractive, safe, functional facilities and food service equipment that meet or exceed American Camping Association standards, Washington Health Codes and YMCA standards.
6. Review, practice, follow and make recommendations to improve safety procedures and practices at Wenatchee Valley YMCA Lake Wenatchee Resident Camp.

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Other Position Functions

1. Monitor camper eating habits, health, and hygiene, notifying the director staff immediately of any concerns.
2. Act as a positive role model for campers and other staff, demonstrating the values of caring, honesty, respect, and responsibility in the performance of job duties.
3. Prepare for and actively participate in staff training and staff meetings.
4. Maintain and deliver accurate records.
5. Respond to emergency situations.
6. Assists in security of camp participants, property and facilities.
7. Perform other duties as may be assigned.

Key Result Areas

This position has a primary impact on the effectiveness with which the Y accomplishes its mission, goals, and objectives. Successful Multi-media / Games Coordinator performance is evidenced by:

1. Enthusiasm and high morale of campers, staff, and volunteers.
2. Delivery of quality games programming and photo/videos produced in a short turn around.
3. Positive working relationship with staff.
4. Positive parent and camper evaluations.
5. Accurate recording and delivery of information.
6. Demonstrated increase in developmental assets of campers.
7. Participant safety to meet or exceed ACA and YMCA standards.
8. Clean, attractive, functional and safe facilities.
9. Compliance with YMCA policies, procedures, risk management guidelines, and ACA standards.

Equal Opportunity Employer

The Wenatchee Valley YMCA is an equal employment opportunity employer. The Wenatchee Valley YMCA employs, retains, promotes, terminates, and otherwise treats all employees and job applicants on the basis of ability to perform job duties, merit, qualifications, and competence. These practices are applied without regard to any individual's race, creed, color, national origin, marital status, age (over the age of 40), gender (including pregnancy), sexual orientation, gender identity or expression, genetic information, disability, veteran or military status, religion, use of a trained dog guide or service animal by a disabled person or any other status protected by applicable local, state or federal law.

Wenatchee Valley YMCA Mission

The mission of the Wenatchee Valley YMCA is to strengthen youth, families, and communities by promoting Christian principles and putting them into practice through leadership and programs that build healthy spirit, mind, and body for all.

Disclaimer

This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or other position functions. The Wenatchee Valley YMCA reserves the sole right to modify this position description at any time with or without notice. Nothing in this position description, nor by the completion of any requirement of the job by the employee, is intended to create a contract of any type. Employment is "At-Will" and may be terminated at any time by the employee or employer with or without cause or notice.

Employee Signature:

Date: