

Wenatchee Valley YMCA – Lake Wenatchee YMCA Camp

Position Description 01/14

Position: Assistant Director

Classification: Temporary Exempt (Seasonal)

Supervisor: Camping Services Director

General Function

The Assistant Director assists the Director staff in providing quality summer programs that are safe, fun, and encourage kids to grow and learn in a supportive environment. The Assistant Director will support the Camping Services Director's leadership role in camp and will assist with camp leadership by organizing, leading camp activities, and by providing administrative office support. The Assistant Director is responsible for supervision of all camp programs in the absence of the Camping Services Director.

Position Requirements

The Assistant Director must be able to work with a wide variety of people and possess strong leadership and problem-solving skills. The successful Assistant Director will be an enthusiastic person who wants to spend the summer working in a rustic outdoor camp setting while supervising children and staff. The Assistant Director must be committed to the Wenatchee Valley YMCA mission, be an advocate for the four core values of Caring, Honesty, Respect, and Responsibility and the enhancement of developmental assets in children.

As part of the camp leadership team, the Assistant Director should be prepared to take a leadership role in camp. This may include working with campers and staff members to resolve personal conflicts, accepting private or public praise and/or criticism from other staff in an appropriate and professional manner, supporting the Camping Services Director in decisions relating to camp management, and leading by example. All staff are expected to act as positive role models to staff and participants by demonstrating the YMCA's four core values of Caring, Honesty, Respect and Responsibility in all their interactions.

The job functions are performed in a rustic outdoor environment and in a variety of buildings and outdoor settings with varying weather conditions. Residence at the Lake Wenatchee YMCA Camp is required during the summer season as described in the letter of agreement (typically 6 weeks). Room and board is provided during employment. The Assistant Director must have at least two seasons of previous camping experience or equivalent experiences, current First Aid, CPR and AED certifications, a Washington State Food Handler's Permit, be at least 21 years old, and have a valid driver's license with a satisfactory driving record. Current lifeguard certification, and Wilderness First Aid or First Responder, and previous camp leadership experience is desirable.

Essential Position Functions

1. Work with the Camping Services Director to develop, implement, and coordinate the summer camp programs that meet or exceed ACA and YMCA standards.
2. Supervise on site staff. Provide leadership as directed by coordinating, organizing, or leading camp activities.
3. Provide camper supervision within established policies, procedures, and risk management guidelines.
4. Assume responsibility for the health/welfare of campers and staff entrusted to his/her charge.
5. Lead cabin leaders and director staff as assigned.
6. Evaluate the summer camp programs while in session.
7. Review, practice, follow and make recommendations to improve safety procedures and practices at Wenatchee Valley YMCA.

Wenatchee Valley YMCA – Lake Wenatchee YMCA Camp

Position: Assistant Director- Page Two

Other Position Functions

1. Prepare for, assist in leading, and actively participate in staff training and staff meetings.
2. Act as a positive role model for campers and staff, demonstrating the values of Caring, Honesty, Respect, and Responsibility in the performance of job duties.
3. Frequently standing, walking, hiking though rustic outdoor environments.
4. Regular set ups, carrying and moving objects up to 25 pounds when preparing games and activities.
5. Provide administrative support or office support as needed.
6. Maintain and deliver accurate records.
7. Maintain clean, attractive, safe, functional facilities and food service equipment that meet or exceed American Camping Association standards, Health Codes and YMCA standards.
8. Respond to emergency situations.
9. Assist the Camping Services Director with the seasonal summer staff performance evaluations.
10. Perform other duties as may be assigned.

Key Result Areas

This position has a primary impact on the effectiveness with which the YMCA accomplishes its mission, goals, and objectives. Successful Assistant Director Performance is evidenced by:

1. Enthusiasm and high morale of campers and staff.
2. Positive parent and camper evaluations.
3. A cohesive camp leadership team and positive working relationship with staff.
4. Accurate recording and delivery of information.
5. Demonstrated increase in developmental assets of campers.
6. Participant safety to meet or exceed ACA and YMCA standards.
7. Compliance with Health Department regulations and with all Wenatchee Valley YMCA policies, procedures and safety standards

Equal Opportunity Employer

The Wenatchee Valley YMCA is an Equal Opportunity Employer. The Wenatchee Valley YMCA does not discriminate on the basis of race, creed, color, national origin, marital status, age, sex (including pregnancy), sexual orientation, sensory, mental, or physical disability, veteran or military status, religion, the use of a trained dog guide or service animal by a disabled person or 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: