

Wenatchee Valley YMCA – Lake Wenatchee YMCA Camp

Position Description 01/14

Position: Cabin Leader / Arts and Crafts Specialist

Classification: Temporary Exempt (Seasonal)

Supervisor: Assistant Director

General Function

The Cabin Leader / Arts and Crafts Specialist plans and implements a creative age appropriate program and assist in managing the health, welfare, and development of a group of 5 to 8 campers on a 24-hour basis. Cabin Leader / Arts and Crafts Specialist will lead and assist in program areas. Cabin Leader / Arts and Crafts Specialists may have the opportunity to work with and/or mentor Teen Leadership Program participants.

Position Requirements

The Camp Cabin Leader / Arts and Crafts Specialist must be able to relate well with campers, staff, and parents. The Cabin Leader / Arts and Crafts Specialist will be 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 activities for camper groups. All staff are expected to act as positive role models to staff and participants by demonstrating the YMCA's core values of Caring, Honesty, Respect and Responsibility in all their interactions. The Camp Cabin Leader / Arts and Crafts Specialist must be committed to the mission of the Wenatchee Valley YMCA, an advocate for the four character values and the enhancement of developmental assets in children.

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 seasonal employment. The Camp Cabin Leader / Arts and Crafts Specialist must have current First Aid, CPR and AED certifications, a Washington State Food Handler's Permit and be at least 18 years old. Lifeguarding and previous camp leadership experience is preferred.

Essential Position Functions

1. Develop and implement a creative age appropriate Arts and Crafts Program that incorporates the YMCA's character values.
2. Facilitate a fun group living experience in an outdoor environment for campers, helping each camper meet the goals established by the camp for camper development.
3. Provide camper supervision within established policies, procedures, and risk management guidelines.
4. Monitor camper eating habits, health, and hygiene, notifying the director staff immediately of any concerns.
5. Provide positive behavior management to promote developmental asset building.
6. Maintain camper discipline within established policy.
7. Maintain clean, attractive, safe, functional facilities and food service equipment that meet or exceed American Camping Association standards, Washington Health Codes and YMCA standards.
8. 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. Maintain an inventory of all equipment and supplies.
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. Lead and assist in program areas and special activities as scheduled.
4. Frequently standing, walking, hiking through rustic outdoor environments.
5. Regular set ups, carrying and moving objects up to 25 pounds when preparing games and activities.
6. Mentor for Teen Leadership Program participants.
7. Prepare for and actively participate in staff training and staff meetings.
8. Maintain and deliver accurate records.
9. Respond to emergency situations.
10. Assists in security of camp participants, property and facilities.
11. 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 Cabin Leader / Arts and Crafts Specialist performance is evidenced by:

1. Enthusiasm and high morale of campers, staff, and volunteers.
2. Delivery of quality Arts and Craft projects.
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 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: