

Wenatchee Valley YMCA – Lake Wenatchee YMCA Camp

Position Description 01/14

Position: Teen Director

Classification: Temporary Exempt (Seasonal)

Supervisor: Assistant Director

General Function

The Teen Director is responsible to work with the Director staff to provide quality summer teen leadership programs that are safe, fun, and encourage youth to grow and learn in a supportive environment. As a member of the director staff, the Teen Director will support the Assistant Director staff's leadership role in camp and may assist with camp leadership by coordinating, organizing, and leading camp activities, or by providing administrative office support.

Position Requirements

The Teen Director must be able to work with a wide variety of people and possess strong leadership and problem-solving skills. The Teen Director will be an enthusiastic person who wants to spend the summer working with teens and staff in a rustic camp setting. The Teen 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.

The Teen Director will work with campers and staff to resolve personal conflicts, accepting private or public praise and/or criticism from other staff in an appropriate and professional manner. This position must support other director staff decisions relating to their program areas, 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 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 seasonal employment. The Teen Director must have 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 Drivers License with a satisfactory driving record. Other preferred current certifications include: Lifeguarding, Waterfront, Wilderness First Aid, and / or First Responder.

Essential Position Functions

1. Work with the Director Staff to develop, implement, and coordinate the Teen Leadership Programs that meet or exceed program standards.
2. Facilitate a fun group living experience in an outdoor environment for all participants, helping each teen meet his/her goals and 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 Camping Services Director immediately of any concerns.
5. Maintain camper discipline within established policy.
6. Review, practice, follow and make recommendations to improve safety procedures and practices at Wenatchee Valley YMCA Lake Wenatchee Resident Camp.

Wenatchee Valley YMCA – Lake Wenatchee YMCA Camp

Position: Teen Director- Page Two

Other Position Functions

1. Prepare for, assist in leading, and actively participate in staff training and staff meetings.
2. Assist in the evaluation of the Teen Leadership Programs.
3. 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.
4. Frequently standing, walking, hiking though rustic outdoor environments.
5. Regular set ups, carrying and moving objects up to 25 pounds when preparing games and activities.
6. Provide leadership and administrative support by coordinating, organizing, and leading camp activities.
7. Provide input on seasonal summer staff performance to the Camping Services Director to assist with the evaluation process.
8. Maintain and deliver accurate records.
9. Maintain clean, attractive, safe, functional facilities and food service equipment that meet or exceed American Camping Association standards, Health Codes and YMCA standards.
10. Respond to emergency situations.
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 Teen Director Performance is evidenced by:

1. Enthusiasm and high morale of campers and staff.
2. A cohesive camp leadership team and positive working relationship with staff.
3. Positive parent and camper evaluations of all teen programs.
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:

Date: