



YWCA Vermont Camp Hochelaga Camp Program Coordinator Job Description

Overview: YWCA Vermont seeks an experienced, professional to provide leadership and management for Camp Hochelaga's summer activities daytime and evening programming for residential and day campers/staff. The exceptional candidate will be an experienced in program management and supervisory skills, have familiarity with ACA accreditation standards, and three or more years of experience. For all seasonal staff, the camp season is June to August*. YWCA Vermont Camp Hochelaga serves more than 1,000 people each summer through camp programs, facilities use, and volunteer opportunities that engage the community in YWCA's mission, *eliminating racism and empowering women*.

**The exact dates are dependent on your specific role, which certifications/trainings you will be a part of, and our seasonal calendar for camp – we will discuss with you the exact dates during the interview/hiring process*

Salary: This position is classified as seasonal, exempt. Salary is based upon applicant's skills and experience.

Responsible to: Assistant Camp Director and Camp Director

Qualifications:

- Ability to demonstrate a strong work ethic, creativity and flexibility in programming.
- Ability to provide leadership, supervision, and support to up to 40 program area staff.
- Ability to plan, originate, schedule, organize, carry out and evaluate special programs;
- Desire and ability to work with children / adults / staff in various settings;
- Good character, integrity, adaptability, enthusiasm, sense of humor, patience and self-control;
- Ability to work with a minimum amount of supervision;
- Communicate well with the public/staff and respond appropriately to questions, suggestions or concerns;

Responsibilities:

- Serves in the primary role of support and program implementation at YWCA Vermont Camp Hochelaga.
- Supervise, train, support, and coordinate up to 40 programming staff in daily camp programming.
- Ensure that all supervised staff design and carry out programming for campers that aligns and complies with American Camp Association standards.
- Perform all tasks needed to design and implement daily records of scheduling for both campers and staff.
- Recruit, coordinate, and supervise participants/volunteers as deemed appropriate for the program being conducted;
- Coordinate unique activities and programs that support and uphold the mission of YWCA Vermont.

- Recruit and work with community partners to establish and build relationships for various programs offered at YWCA Vermont Camp Hochelaga;
- Prepare/maintain programs within the set upon budgetary guidelines set forth by the Camp Director.
- Work with the Assistant Camp Director to provide programming for the changeover weekends and for other programs for the summer camp sessions that are above the normal camp activities and off-site trips.
- Maintain good public relations with campers, parents, staff and the greater Hochelaga community;
- Maintain records or reports as instructed and required by the Assistant Camp Director or Camp Director.
- Assist with program evaluation and summary of activity and make recommendations for next season.
- Administrative duties to be continued which will include check in and out days at camp.
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

Essential Functions:

- Ability to communicate, work with and train campers / volunteers / staff in all aspects of the program and operation including safety regulations and emergency procedures;
- Visually identify hazards in the program operation and respond appropriately;
- Visual and auditory ability to review program goals and program, and respond to volunteers / staff questions, suggestions, or concerns about the goals and programs as well as performance;
- Cognitive and communication abilities to originate, plan, monitor, and maintain YWCA VT program activities and participant supervision;
- Plan every aspect of program, including but limited to schedule, evaluation, programs on and off site, and participant / volunteer training;
- Ability to participate in a strenuous program with participants, while maintaining a high level of energy and enthusiasm.
- Physical ability to get to remote locations to observe and evaluate programs and staff in those areas.

YWCA of Vermont, Inc. does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

YWCA Vermont Camp Hochelaga

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