



YWCA Vermont Camp Hochelaga Day Camp Director Job Description

Overview: YWCA Vermont seeks an experienced, professional to provide leadership and management for YWCA Camp Hochelaga summer Day Camp program. 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:

- This is could be either commuter or residential position at Camp;
- Ability to take initiative; proactive without waiting for direction; strong sense of personal accountability to flawlessly execute consistently;
- Demonstrate exceptional leadership skills;
- At least 21 years of age with clean driving record, valid driver's license, and comfort driving 15 passenger vans
- Previous camp staff experience, preferably in supervisory capacity
- Desire and ability to work and live with children and adults in an outdoor camp setting.
- Ability to creatively schedule programs, facilities and staff
- Ability and/or experience in supervising staff and campers
- Ability to supervise and teach activity based classes
- Ability to request and accept guidance and supervision
- Ability to respect and cooperate with campers, fellow staff and administration
- Enthusiasm, sense of humor, patience, and self-control

Responsibilities:

- Set up the Day Camp area prior to and during staff training, order supplies and check equipment;
- During staff training, assist with teaching staff their related responsibilities and expectations and provide a program overview in accordance with American Camping Association (ACA) standards;
- Conduct initial and end of season inventory and store equipment safely. Responsible for the packing and storage of all materials and supplies at the end of the season, with the assistance of Day Camp specialists and counselors;

- Conduct or delegate responsibility for a daily check of Day Camp area and equipment for safety, cleanliness, need for reordering, and good repair. Communicate with the Camp Program Coordinator regarding program needs in a timely fashion;
- Instruct campers and staff in emergency procedures such as fire drills, evacuations, Day Camp emergency or other emergency situations. Train staff in emergency and safety procedures in assigned program areas;
- Teach and monitor proper use of equipment, supplies and safety considerations;
- Submit all required or requested records, reports, orders and plans in a timely manner set by the Assistant Camp Director and Camp Director;
- Write and assist Day Camp Counselors in writing lesson plans that foster participant's art skills and abilities and help participants' progress in all levels;
- Plan for, coordinate, implement and assist with overall camp activities with regard to the Day Camp programs with the Camp Program Coordinator, Assistant Camp Director and Camp Director;
- Evaluate current season and make recommendations for equipment, supplies, staff needs and program improvements for the following season;
- Maintain records, evaluate classes and instruction, and suggest areas for improvements to the Day Camp programs. Discuss with the Assistant Camp Director and Camp Director the performance of staff assigned to the Day Camp and program feedback;
- Monitor that Day Camp counselors and specialists take responsibility for groups, materials and safety considerations at appropriate times;
- Maintains longstanding Hochelaga traditions and emphasizing a camp culture that is relevant, healthy and fun;
- Lead by example in observing and enforcing camp rules and safety regulations;
- Supervise all assigned aspects of the campers' day including morning reveille, cabin clean-up, meal times, rest hour, activities or classes, bed-time and other on-duty times;
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required;

Essential Functions:

- The strength and endurance required to maintain constant supervision of campers in all assigned areas while on duty.
- Ability to communicate and work with a variety of age and skill level groups and provide necessary instruction to staff and campers.
- Ability to observe camper and staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques.
- Visual and auditory ability to identify and respond appropriately to environmental and other hazards
- Cognitive ability to plan and conduct activities and supervise staff and campers.

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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