

THE SOUTH MOUNTAIN YMCA CAMPS BYNDEN WOOD DAY CAMP



DAY CAMP ASSISTANT DIRECTOR JOB DESCRIPTION

Reports to: Day Camp Director

General Description

The Assistant Director has a very dynamic position that changes minute by minute during each day. The assistant must be flexible and willing to work very long hours each day. The assistant helps the Director with all day-to-day tasks, including supervising staff, solving problems and issues that arise, assisting with evacuations, driving to and from activity sites, answering phones and responding to emails, creating reports, scheduling, and day-to-day tasks.

This position assists in supervision of all staff and ensures that each camper is cared for in a manner appropriate to a campers' wellbeing. Facilitating staff experiences to be positive and insightful as well, is crucial to this position. The successful candidate is detail oriented, able to create and manage systems, able to supervise others effectively, and truly enjoys working with families and children of various South Mountain YMCA programs.

Qualifications

- Must be 21 years of age or older.
- Must possess clean, valid U.S. driver's license for the length of the position. Driving record must be approved prior to official acceptance.
- Minimum First Aid & CPR certification required. Signed card/certification must be provided to your respective Director prior to arrival at camp.
- Experience working with campers ages 6-16 in an outdoor setting
- Able to help campers as well as parents through issues that commonly occur in a summer camp setting (homesickness, bullying etc.)
- Able to coach and communicate in a positive way to summer camp middle management, counselors as well as full time support staff and their respective department heads.
- Ability to be flexible to sudden changes in schedule, staff and campers.
- Be a strong, positive role model for campers and fellow staff members
- Prior experience with logistical planning.
- Possess strong camping industry knowledge.
- Be very detail oriented and safety conscious.
- Excellent management, customer service, communication, group facilitation, organizational, and supervisory experience required.
- Ability to work very long hours under high stress is a must.
- Possess excellent communication and organizational skills
- Be a strong leader and work well with a team of others
- Be able to multi-task and handle pressure well.

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DAY CAMP ASSISTANT DIRECTOR JOB DESCRIPTION CONTINUED

Responsibilities

- Ensure safety of all staff and participants.
- Assist Bynden Wood Camp Director with all day-to-day responsibilities and logistics, including, but not limited to, village programming, answering phone calls from parents, overseeing staff, and supporting middle management.
- Maintain a friendly, cooperative, and professional relationship with all staff.
- Child abuse risk management.
- Program monitoring for Quality and Safety.

BW Assistant Director Job Description

- Create a safe and fun environment for campers.
- Assist in management and supervision of all summer staff.
- Assist with training all staff for their respective positions.
- Oversee logistics for each program.
- Be an active member of a team, including, but not limited to, giving your opinion in an appropriate manner, taking on delegated responsibilities and helping to maintain the physical, emotional, and mental health of each team member.
- Be a positive role model for fellow staff and campers at all times. This includes modeling acceptable behavior, language, South Mountain's core values and outdoor standards.
- Ensure that South Mountain YMCA's Day Camp achieves the highest standard and meets the mission and goals of both the Summer Day Camp Department and South Mountain YMCA, as well as expectations of customers.
- Attend staff meetings.
- Offer help and assist with any other duties as assigned for the success of Camp Conrad Weiser or Bynden Wood Day Camp.
- Embrace the South Mountain YMCA's core values of Respect, Responsibility, Caring & Honesty

IHEREBY ACKNOWLEDGE MY ROLE AS DAY CAMP ASSISTANT DIRECTOR AND AGREE TO PERFORM MY DUTIES TO THE HIGHEST STANDARD.

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SIGNATURE

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DATE