

# THE SOUTH MOUNTAIN YMCA CAMPS CAMP CONRAD WEISER



## VILLAGE COORDINATOR – JOB DESCRIPTION

Reports to: Director, Assistant Director, and Programs Director

### **General Description**

The Village Coordinator (VC) position is both a cabin counselor role as well as a staff and program supervisor.

The VC oversees the day-day programming and management of staff, from making and maintaining schedules, to solving staff problems, and maintaining staff morale. This position directly oversees programming, scheduling and village quality and logistics. The VC also mentors' counselors in their day to-day jobs as staff encounter difficult or unique situations. All staff and camper problems and successes will filter through the VC. The VC reports directly to the Camp Director and Assistant Camp Director and keeps them informed of what is happening in the village. This position will supervise and care for campers in loco parentis.

### **Qualifications**

- Must be 18 years of age
- Experience working with kids
- Able to work well with a team of others and possess good communication skills.
- Able to work long hours in high stress conditions.
- Able to be flexible to sudden changes in schedule, staff, and campers.
- Possess strong leadership and management skills.
- Possess strong organizational skills.
- Present a strong, positive model for campers and fellow staff members
- Be a strong leader and work well with a team of others
- Be able to multi-task and handle pressure well

### **Responsibilities**

- Ensure safety of all participants and staff at all times.
- Supervise campers at all times from when the first camper arrives to when the last camper is placed on the bus or turned over to his or her parents/guardians.
- Supervise and evaluate village counselors, including, but not limited to, maintaining staff morale, conducting one-on-one meetings with each staff member each session, and completing two formal reviews with each staff member during the summer.
- Develop and maintain a positive culture within the village
- Create a safe and fun environment for campers and staff participating in entire village.
- Design and implement programming for campers and staff participating in entire village.
- Create, revise, and maintain village schedules.

**VILLAGE COORDINATOR – JOB DESCRIPTION CONTINUED**

# THE SOUTH MOUNTAIN YMCA CAMPS

## CAMP CONRAD WEISER



- Oversee overnight and activity logistics.
- Maintain a friendly, cooperative, and professional relationship with your counselors, Director, and any other staff or parents.
- Complete and submit all required documentation including, but not limited to, daily reports, incident reports, and vehicle logs in a timely manner.
- Village Coordinator - Camp Conrad Weiser Job Description
- Inventory and maintain equipment.
- Be an active member of a small community, 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 good 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 village achieves the highest standard and meets the mission and goals of both the
- Resident Camp Department and South Mountain YMCA, as well as expectations of staff and customers.
- Cabin Counselor responsibilities (see Cabin Counselor Job Description for complete list)
- Attend staff meetings.
- Offer help and assist with any other duties as assigned for the success of South Mountain.
- Embrace the South Mountain YMCA values of Respect, Responsibility, Caring & Honesty.
- Child abuse risk management.
- Program monitoring for Quality and Safety.

*I .....HEREBY ACKNOWLEDGE MY ROLE AS VILLAGE COORDINATOR  
AND*

*AGREE TO PERFORM MY DUTIES TO THE HIGHEST STANDARD.*

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SIGNATURE

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DATE