



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

NORTH SUBURBAN YMCA

Job Title: Camp & Program Director
Reports to: VP of Programs

FLSA Status: Non-Exempt
Revision Date: 9/7/17

POSITION SUMMARY:

The Camp & Program Director is an outstanding educational leader and program visionary who will assume overall leadership of a diverse and dynamic summer day camp program known for its flexibility and multiple offerings.

The NSYCMA on site Day Camp, runs for 9-10 weeks, 300 campers/week and successfully shares an 80,000 s.f., 3 acre facility over the summer with a thriving membership. The Director will provide year-round leadership, administration and oversight of the camp day to day operation; supervision and direction of the camp management staff; camper retention and recruitment; staff retention and recruitment; marketing and public relations management; and program visioning. Central to the success of this position is the ability to develop mutually respectful relationships with campers, parents and staff.

During the off season, the Camp & Program Director will be direct other program services at the Y depending upon the experience the candidate brings to the position, and the service needs and opportunities the Y will be able to then fill.

QUALIFICATIONS:

- Bachelor or masters degree in recreation, education, social work, or a related field.
- 3 – 5 years of camp director experience
- Ability to program for pre-school and school aged youth. Individual must have high energy, excellent interpersonal skills and the ability to communicate effectively with youth, parents, and staff.
- Individual must possess strong organizational, budgetary, computer and communication skills, written and verbal.
- Previous supervisory experience a must. Must be able to work all 10 weeks of summer camp.
- Familiarity with Northbrook and the surrounding area desirable.

ESSENTIAL FUNCTIONS:

1. Responsible for programmatic vision for summer camp, camper and staff recruitment and retention activities, the financial and operational performance of camp, and building relationships with camper families, staff, and community leaders.
2. Plan, direct, supervise and evaluate all camp programs and staff. Current camps include preschool, traditional day camp, sports camp, Special Needs camp, art camps, speciality camps and camp add-ons, but change according to need and demand. Successful experience in this area is essential.
3. Accountable for the implementation of all aspects of day camp including personnel, record keeping, reporting, planning, communication, children activities and budgetary control.

4. Recruits, hires, trains, supervises and evaluates summer day camp staff and volunteers.
5. Collaborate with the marketing team to develop a program brochure, newsletters, advertisements and any other marketing needs.
6. Ensures that all activities and locations are safe and appropriate for the ages.
7. Remain current on youth programs in the industry by attending workshops/seminars, reading recreation related publications and staying current with local competition. Serves as the center's camp expert.
8. Monitor and approve weekly schedules and payroll in adherence with program budgets
9. Responsible for other various programs throughout the year.
10. Complete all other projects as assigned by the supervisor. Support the interest of the YMCA as defined by the President /CEO, Boards, and the strategic plans of those entities.

YMCA LEADERSHIP COMPETENCIES:

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve

others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's

point of view, and remains calm in challenging situations. Listens for understanding and meaning;

speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience.

Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

ADDITIONAL QUALIFICATIONS

1. Minimum age of 21.
2. Within 30 days of hire completion of: Child Abuse Prevention; CPR; First Aid; AED; Safety Orientation.
3. Excellent interpersonal and problem-solving skills with the ability to effectively manage others.
4. Demonstrated maturity and leadership skills
5. Experience or aptitude in supervising employees
6. Energetic, assertive, and goal oriented
7. Must assume responsibility for accuracy and timeliness of work product
8. Willingness to work evenings, weekends, and holidays as needed to meet deadlines
9. Able to multi-task

10. Ability to take direction and work well with others

11. Interest, knowledge, skill, and enthusiasm in the area of youth programming

Salary: depending on experience

HOW TO APPLY:

- Apply By Email ONLY: hr@nsymca.org
- NO PHONE CALLS.
- Send resumes, references, salary history