



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

Job Title: **Camp Supervisor**

Job Code:

FLSA Status: Non-Exempt

Job Grade:

Status: Seasonal

Department: Youth Development

Reports to: Summer Camp Director

Revision Date: January 2023

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### POSITION SUMMARY:

This position supports the work of the YMCA, a leading nonprofit committed to strengthening communities through youth development, healthy living, and social responsibility. This position coordinates and oversees implementation of programming that encourages physical, emotional, and intellectual growth in a safe and nurturing environment.

### ESSENTIAL FUNCTIONS:

1. Responsible for daily operation of camp and overseeing daily activities from arrival to dismissal, and programs to ensure a quality camp
2. Ensures that the camp daily activities, as well as, the themed activities are completed by the camp staff or specialists, and communicated with parents
3. Assist with the selection, onboarding of staff, and performing evaluations
4. Offers support to all staff and serves as a resource to them
5. Handles staff disciplinary issues and utilizes appropriate documentation steps with the direction of the Camp Director
6. Enforces camp staff and camper policies
7. Reviews and approves weekly lesson plans submitted by the camp staff
8. Inventories camp supplies regularly and informs recreation office of any items that are needed including medical; arts and crafts; sports; and general supplies
9. Makes routine visits to activity areas to observe and ensures safety requirements.
10. Handles discipline/accident reports according to camp procedures and company policy to be reviewed by the Director
11. Provides first aid care including dispensing of medications
12. Other duties as needed

### YMCA COMPETENCIES (Leader):

*Mission Advancement:* Incorporates the Y's mission and values into the organization's vision and strategies. Ensures community engagement; promotes the global nature of the Y. Leads a culture of volunteerism ensuring engagement, inclusion, and ownership. Leads a culture of philanthropy.

*Collaboration:* Advocates for and institutionalizes inclusion and diversity throughout the organization. Initiates the development of relationships with influential leaders to impact and strengthen the community. Is recognized as an inspirational community leader who navigates complex political and social circles with ease. Communicates to engage and inspire people within and outside the YMCA. Ensures that a talent management system is in place and executed effectively.

*Operational Effectiveness:* Possesses penetrating insight and strong strategic and critical thinking skills. Invests resources in well-designed innovation initiatives. Creates a structure to deliver organization-wide results to achieve objectives. Develops and implements stewardship strategies. Determines benchmarks and ensures appropriate leadership to meet objectives.

*Personal Growth:* Creates a learning organization. Effectively drives change by leveraging resources and creating alignment to expand organizational opportunities. Shares authority and demonstrates courage and humility. 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.

#### **QUALIFICATIONS:**

- Must be age 21 or older
- High school diploma or equivalent required. Associates degree preferred.
- CPR, First Aid, AED certifications and Child Abuse Prevention training within 30 days of hire date.
- Must have a minimum of 2 years work experience with school age children or the equivalent education
- Must have at least one year of camp programming experience
- Must have a valid driver's license
- Must be motivated, enthusiastic, and energetic
- Possess the ability to work independently and be able follow through with the activities planned

#### **WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to perform all physical aspects of the position, including walking, standing, bending, reaching, and lifting.
- The employee must be able to perform medium work: exerting up to 30 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- The employee is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- The employee is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes.
- The employee is subject to noise: there is sufficient noise to cause the employee to shout in order to be heard above the ambient noise level.
- Must be capable of working under pressure in a somewhat disruptive environment.