Day Camp Coordinator

Would you like to change lives by making sure camp is an amazing experience for every camper and staff?

Location

East Jefferson YMCA
6691 Riverside Dr.
Metairie, LA 70003

Job Description

Would you like to change lives by making sure camp is an amazing experience for every camper and staff? At YMCA Day Camp, you get to teach kids and staff self-reliance and collaboration and develop attitudes and practices that build character and leadership – all amidst the fun of camp activities, songs and silliness.

Prior to camp, you will interview, hire and train your team, develop program activities, market the program and respond to questions and concerns, support with supplies packing and curriculum development. You’ll also receive weekly leadership training to provide the foundation needed to run a great program in the summer.

During camp, you’ll provide leadership for staff such that they grow and develop in their roles. You will provide great customer service and clear communication to families. You will ensure all camp activities are fun, inclusive, engaging and safe.

Qualifications

- Must be 21 years of age, possess two years of experience working with children
- CPR, First Aid, and AED certifications required. Child Abuse Prevention training required within 30 days of hire.
- Previous experience working with children in a camp setting preferred.
- Previous experience in one or more of the following areas preferred: outdoor living, camping, songs/music, skits, sports, aquatics, or recreational games.
- Previous experience working with diverse populations.
- Ability to develop positive, authentic relationships with people from different backgrounds.
- Commitment to inclusion and compliance with the Americans with Disabilities Act (ADA).

Essential Functions

1. Hires, trains, supervises and supports a team of 10-20 staff to create an exceptional camp for kids ages 6-12.
2. Creates camp schedule and communicates with staff. Works with facility partners to ensure all camp operations are smooth. Manages camp costs.
3. Creates a positive rapport and shared interest with all youth and staff; models relationship-building skills in all interactions. Exceptional communication skills required.
4. Provides opportunities for staff to lead, problem-solve, and make decisions and choices within the program and provides daily opportunities for staff to reflect on and respond to their experiences.
5. Provides and welcomes ongoing dialogue with parents and caregivers about their child’s needs and progress; connects families to the Y.
6. Nurtures children through purposeful programming; plans activities that are intended to achieve program goals and outcomes, are culturally relevant, are developmentally appropriate, and are consistent with the Y’s values.
7. Leads staff meetings, staff training, celebration events, etc.
8. Follows all policies, procedures, and standards as established by the law or the Y (e.g., safety or emergency procedures, behavior guidance strategies, child abuse prevention policies); makes ADA accommodations where appropriate; maintains the program site, equipment, and required program records.
9. Performs other duties as assigned.
   · 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 plan, lead, and participate in program activities in a variety of indoor and/or outdoor settings.

**Full-time Seasonal Hourly**
$12.00 - $14.00