



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## McGaw YMCA In Evanston Camp Echo Job Description

**TITLE:** Family Camp Director  
**REPORTS TO:** Program Manager  
**SUPERVISES:** Family Camp Staff

### SPECIFIC DUTIES

- Researches and prepares or updates the Family Camp curriculum.
- Plans and conducts Family Camp Staff Training prior to each Family Camp session.
- Schedules staff as appropriate to the various activity areas.
- Serves as the "point person" for all communication to and from the families while they are at camp.
- Manages the daily and evening programs.
- Schedules staff for daily and weekly time off as appropriate.
- Rings the bell, or delegates same, and/or schedules appropriate bugle calls to substitute for the bell.
- Manages or delegates the start of meals, including family entry and Grace.
- Manages or delegates all the announcements and frivolity that occurs after meals.
- Maintains positive relationships with children, families and other staff.
- Observes staff members who work in Family Camp, providing coaching, encouragement, and necessary correction.
- Works with the Camp Director to enforce staff discipline policies.
- Models, teaches, and upholds the Camp Echo Code of Conduct and protects the well-being of all participants.
- Encourages physical, emotional and spiritual growth and positive character development in all participants.
- Works to increase his or her own cultural competence and helps to create an environment that values diversity .
- Handles whatever else is necessary to ensure that Family Camp runs smoothly and safely.
- Prepared to do anything else deemed necessary by the Camp Director.

### ADDITIONAL DUTIES

- Assists with recruitment, interviewing, and hiring of Family Camp staff
- Assists with advance ordering of program supplies to minimize daily needs during Family Camp

### QUALIFICATIONS

- Age 21 or older; college graduate preferred
- Leadership ability and teamwork oriented
- Detail oriented
- Possess a variety of skills and camping experience
- A commitment to working with a diverse staff and camper population for the fulfillment of YMCA goals