



McGaw YMCA In Evanston Camp Echo Job Description

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

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