



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## McGaw YMCA In Evanston Camp Echo Job Description

**TITLE:** Layover Director  
**REPORTS TO:** Program Manager  
**SUPERVISES:** None

### SPECIFIC DUTIES

- Monitors the staff running camper layover between sessions.
- Serves as a resource for staff on time off during breaks between sessions.
- Rings any necessary bells during layover.
- Supervises the Dining Hall or Kitchen for meals during layover, as appropriate.
- Is Responsible for all cash distributed for layover purchases and receipt for all cash or credit card purchases.

### ADDITIONAL DUTIES

- Models, teaches, and upholds the Camp Echo Code of Conduct and protects the well-being of all campers.
- Aids in the development and education of LITs and CITs
- Cares for and maintains equipment, supplies and property of camp
- Maintains positive relationships with campers, parents and other staff
- Encourages physical, emotional and spiritual growth and positive character development in all campers
- Works to increase his or her own cultural competence and helps to create an environment that values diversity
- Prepared to do anything else deemed necessary by the Camp Director.

### QUALIFICATIONS

- Age 21 or older; college graduate preferred
- Long-term experience at Camp Echo preferred
- Certified in CPR and First Aid
- Leadership ability and teamwork oriented
- A commitment to working with a diverse staff and camper population for the fulfillment of YMCA goals