



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

McGaw YMCA In Evanston Camp Echo Job Description

TITLE: L.E.A.D.E.R.S.* Coordinator
REPORTS TO: Main Camp Director
SUPERVISES: None

*Long-term Echo Advancement, Development, Enrichment, and Rewards System

SPECIFIC DUTIES

- Serves as a member of the Leadership Staff (along with Program Area Heads not living in camper cabins.)
- Responsible for the AC Mentoring Program and the SC Mentoring Program
- Supervises/drives the van for as many AC Nights Out as possible, assisted by a rotation of other Leadership Staff.
- Meets with each AC and SC individually at least once each session, providing feedback on the job they are doing.
- Serves as a sounding board for ACs with issues; counsels them and suggests ways they can resolve the issues.
- Is not involved in the evaluation of ACs in any manner, ensuring the preservation of a non-judgmental space
- Develops an action plan with each Senior Counselor concerning their learning and development over the summer
 - Action plans can consist of three options for the Senior Counselor:
 - Shadowing a staff member of their choice
 - Having a leadership staff member come into their cabin to lead a designated activity
 - Having the Mentor Coordinator come in and watch them lead an activity, giving feedback
 - For full summer SCs, action plans must happen at least twice over the summer sessions
- Coordinates logistics concerning action plans:
 - Helps SCs choose wisely and think deeply about their action plans
 - Arranges time with desired shadowing staff member or member of the Leadership Staff
 - Substitutes into cabin or responsibility if the SC chooses to shadow a staff member
 - Makes sure no conflicts occur between all SCs action plans
- Serves as a sounding board for SCs with issues; counsels them and suggests ways they can resolve the issues.
- Is not involved in the evaluation of SCs in any manner, ensuring the preservation of a non-judgmental space
- Works one or more Camptivities, as time permits.
- Staffs a Program Area during Cabin Group, depending on what's needed on a given day.
- Works Fun Swim and/or Twilight Fun, as time permits.
- Observes staff members who work in Main Camp, providing coaching, encouragement, and necessary correction.

ADDITIONAL DUTIES

- Maintains the cleanliness of the living space and office space to which he or she is assigned.
- Reports maintenance needs to the Property Manager.
- Models, teaches, and upholds the Camp Echo Code of Conduct and protects the well-being of all campers.
- 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

- Minimum age 21; college graduate preferred
- Previous experience in a leadership role at Camp Echo or an equivalent camp
- Demonstrated talent for listening to, and providing constructive feedback to, teens and college-age persons
- Proven leadership ability with organizational skills and a talent for developing and leading a staff team
- Certified in CPR and First Aid; Lifeguard preferred.
- 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