



We build strong kids, strong families, strong communities.

## McGaw YMCA In Evanston Camp Echo Job Description

**TITLE:** Main Camp Director

**REPORTS TO:** Program Manager

**SUPERVISES:** SCs, ACs, Program Coord, Leaders Coord, Program Area Heads

### SPECIFIC DUTIES

- Takes a major role in fostering appropriate behavior among Main campers, dealing with inappropriate behavior swiftly.
- Takes a major role in fostering appropriate behavior among staff members, and issues Performance Warnings as needed.
- Through the Program Coordinator, oversees Overnights, Evening Programs, Olympics, Morning Reflections, and SIGs.
- Through the LEADERS Coordinator, oversees the AC Mentoring Program and the SC Mentoring Program.
- Works with the Program Manager, Program Coordinator, and LEADERS Coordinator to implement ACA standards.
- Assigns SCs and ACs to cabin and/or support positions based on requests and needs of the camp.
- Assigns campers to cabins based on the *Cabin Request Forms* and *Personal History Forms*.
- Assigns staff to cabins based on staff member abilities, requests, and needs of the camp.
- Devises a *Campptivity Request Form* each week after consultation with Area Heads and SCs.
- Supervises the scheduling of campers for Campptivity classes each week based on the *Campptivity Request Forms*.
- Assigns staff to Campptivity Classes based on staff member abilities, requests, and needs of the camp.
- Implements a drop/add system for campers who change Campptivity classes mid-week.
- Schedules cabin groups for cabin group activities (including cabin group trail rides) based on SC requests.
- Implements methods that allow cabins to share Flag Raising duties and all staff members to share in Grace duties.
- Prepares, each session, with the Program Manager, a schedule of overnights, nights out, subs, and night duty.
- Rings the bell, or delegates same, and/or schedules appropriate bugle calls to substitute for the bell.
- Ensures that a system of cabin inspection is in place and that the cleanest cabins are recognized appropriately.
- Manages or delegates the start of meals, including cabin group entry and Grace.
- Manages or delegates all the announcements and frivolity that occurs after meals.
- Attends the daily 9:30 am meeting with the Head Counselor, Program Manager, and Camp and Teen Camp Directors.
- Observes staff members who work in Main Camp, providing coaching, encouragement, and necessary correction.
- Orchestrates appropriate in-service (skill, behavior, group dynamics) training for Main Camp staff during the camp season.
- Completes a written evaluation for each person he or she supervises by the end of September.

### ADDITIONAL DUTIES

- Maintains the cleanliness of the living space and office space to which he or she is assigned.
- Assists with interviewing and hiring Main Camp staff members as time permits.
- Works with the Program Manager and other camp leaders to plan and implement Teen and Main Camp Staff Training.
- Reports maintenance needs to the Property Manager.
- Aids in the development and education of LITs and CITs
- Models, teaches, and upholds the Camp Echo Code of Conduct and protects the well-being of all campers.
- Works with the Program Manager to ensure that parent letters get written.
- Shares responsibility for central night duty, supervision of AC nights out, and subbing for SCs on nights out.
- 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
- Handles whatever else is necessary to ensure that Main Camp runs smoothly and safely.
- 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
- 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