



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

McGaw YMCA In Evanston Camp Echo Job Description

TITLE: On-Site Teen Director
REPORTS TO: Program Manager
SUPERVISES: CIT Director, LIT Directors, WIT Director, Lifeguard Plus Instructor, Voyager Staff, Rangers Staff, Explorers Staff, and TYC Staff

SPECIFIC DUTIES

- Maintains connections with other agencies working with teens and arranges for appropriate Echo collaborations.
- Takes a major role in fostering appropriate behavior among on-site teen campers, dealing with inappropriate behavior swiftly.
- Takes a major role in fostering appropriate behavior among staff members, and issues Performance Warnings as needed.
- Works with the Program Manager and Teen Adventure Director to implement ACA and appropriate AEE standards.
- Directly oversees the TYC, Explorers, Voyagers, Rangers, LIT, CIT, WIT, and LG+ programs.
- Works with the Ranch Camp Instructor on any aspects of the Ranchers program that impact Explorers and Voyagers.
- Oversees all teen group service projects, including on-camp and the Voyager groups' off-camp service field trips.
- Works with the on-site teen program staff to ensure that their evening programs are planned and implemented daily.
- Works with the Program Manager and Teen Adventure Director to assign staff to teen programs and adventure trips.
- Work with the Operations Manager to make a van schedule that works for all Teen Programs (both on and off site).
- Reads the "Personal History Forms" for all on-site teen campers and assists their staff with special needs as needed.
- Works with the Main Camp Director and Program Manager to schedule on-site teen groups for main camp activity areas.
- Performs regular inspections of the living quarters for teen programs and encourages cleanliness and organization.
- Drives, or identifies other approved drivers for on-camp teen programs that leave camp but can't drive themselves.
- Works with the Teen Program staff to maintain and update their Program Notebooks during the summer.
- Handles check-out and check-in of cash, credit cards, and vans for on-site teen program trips. Reconciles their expense records.
- Attends the daily 9:30 am meeting with the Head Counselor, Program Manager, and Camp and Main Camp Director.
- Ensures that on-site teen program staff submit participant evaluations and parent letters as appropriate.
- Observes staff members who work in teen programs, providing coaching, encouragement, and necessary correction. **(ACA HR-20)**
- Directs appropriate in-service (skill, behavior, group dynamics) training for on-site teen program staff during camp season. **(ACA HR-13)**
- 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 Teen 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.
- Shares responsibility for central night duty, supervision of AC nights out, and subbing for SCs on nights out.
- Assists the Experiential Learning Coordinator with high ropes facilitation as needed and as available.
- 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.
- Handles whatever else is necessary to ensure that the On-Site Teen Program 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
- Previous experience with teens in a school or camp setting
- 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