



McGaw YMCA In Evanston Camp Echo Job Description

TITLE: Women's Adventure Camp Director
REPORTS TO: Program Manager
SUPERVISES: Staff working Women's Adventure Camp

SPECIFIC DUTIES

- Researches and prepares or updates the Women's Adventure Camp curriculum.
- Plans and conducts Women's Adventure Camp Staff Training prior to Women's Adventure Camp.
- Schedules staff as appropriate to the various activity areas.
- Serves as the "point person" for all communication to and from the participants while they are at camp.
- Manages the daily and evening programs.
- Schedules staff for daily 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 Dining Hall entry and Grace.
- Manages or delegates all the announcements and frivolity that occurs after meals.
- Maintains positive relationships with the participants and other staff.
- Observes staff who work at Women's Adventure Camp, providing coaching, encouragement, and necessary correction.
- Works with the Camp Director to enforce staff discipline policies as needed.
- 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 Women's Adventure 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 Women's Adventure Camp staff
- Assists with advance ordering of program supplies to minimize daily needs during Women's Adventure 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