



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

**YMCA of Greater Syracuse
Job Posting**

Job Title: Arts Camp Director
FLSA: Non-exempt – Seasonal/Temporary
Work Schedule: Monday – Friday from 8:30am to 4:15pm
Dates: June 25 through August 17, 2018 (with some additional training prior)

Reports To: Arts Studio Director
Work Location: East Area Family YMCA

A Career with a Cause:

At the Y, strengthening community is our cause. Our mission is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. We focus our work in three key areas, youth development, healthy living and social responsibility. We are committed to this cause because a strong community can only be achieved when we invest in our kids, our health and our neighbors.

General Functions:

Under the direction of the Arts Studio Director, the Arts Camp Director is responsible for supervising and working with staff in an indoor and outdoor full-day camp program that will meet the objectives of the YMCA of Greater Syracuse and will be age and ability appropriate for campers. The Arts Camp Director is responsible for Health Department regulation compliance, parent relationships, safety and first aid of all campers, documenting camp season, organizing and overseeing arts based curriculum, service learning, games, sports and other physical activities, group activities (small and large), character development and teambuilding.

YMCA Arts Studio Quality Service Theme:

We inspire creativity and individual expression and enrich the community by exposing them to quality art instruction in a multitude of different media.

Essential Duties and Responsibilities:

The essential functions of this position include, but are not limited to the following:

- Supervise and motivate of up to 3 staff members at a time; supervise all volunteers in the Y-Arts Camp program; communication and collaboration with the visiting artists; ensure quality camp programming that maintains all New York State Department of Health Regulations.
- Supervise an assigned group of children ensuring their enjoyment and safety; be aware of safety/medical issues to prevent accidents. This includes ensuring all campers are drinking enough fluids regularly to prevent any dehydration; assist all campers in the daily organization of their belongings; handle all discipline problems in a consistent manner as they occur. Seek advice from the Arts Studio Director as needed.
- Maintain all records for the group including attendance, camper assignments to counselors, parent communications and medical logs.
- Attend and be actively involved in staff training and orientation as well as weekly camp staff meetings.
- Work with other staff to develop a full recreational and educational program each session; organize and implement a well-rounded schedule of activities in daily programming by being actively involved in all arts disciplines, service learning, games, sports, swimming, group activities (small and large), character development and teambuilding.
- Involved in a daily swim program that includes being in the water with campers while supervising and assisting with water activities. Responsible for swim logs and swim bracelets (note: female staff are required to wear a one-piece bathing suit).
- Assist with the supervision of the lunch period and sit with a group of campers during lunch to ensure that each camper is eating a proper lunch and drinking enough fluids to prevent dehydration and other heat related illnesses.
- Sign-in and sign-out each camper verifying the correct authorized pick-up adult.
- Responsible for performing any first aid needed by campers or staff; will be the certified RTE staff in the building/on campus at all times when full-day camp is in session.
- Completes accident reports for all injuries or illnesses requiring first aid, and turns the report into the Arts Studio Director. Discusses incidents with parents and obtains a parent signature on the form.
- Act in a professional manner at all times including personal appearance, speech, and interaction with campers, their families, and other staff.
- Understand that you are part of a team that is responsible for a group of campers and that your activities should be implemented in such a way that your campers receive a fun, meaningful, and safe experience.

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- Observes and follows all Y-Arts Camp policies, procedures and program guidelines; follow the safety plan; maintain all day camp regulations as outlined by the New York State Department of Health.
- Responsible for the cleanliness and organization of the camp area including the Arts Studio, outdoor play space, gym and gymnasium closet space.
- Ensure that the program operates within materials budget and program fees are collected.
- Document the full-day Y-Arts Camp in photos, testimonials, video and weekly newsletters; create reference of projects and lesson plans.
- Create, distribute and tally surveys and compile program statistics.
- Create strategies to build relationships with families of children in camps.
- All other duties as assigned by the Arts Studio Director.

Experience and Education:

- Bachelor's degree in related field.
- 2 years prior experience working in a camp or group setting/environment, and supervision of children ages 6 to 14.
- Experience working with children in visual art, music and/or drama activities.

Qualifications:

- Excellent organizational and communication skills both verbal and written are essential to the success of this position.
- Brings to this position maturity, responsibility and a sincere interest in working with people of all ages.
- Possess and demonstrate excellent customer service, supervising, decision-making, problem solving team oriented, creative thinking and leadership skills.
- Possess knowledge of age appropriate activities and expectations of children ages 6 to 14.
- Possess knowledge of various resources for programming ideas and the skills to utilize that information in program implementation.
- Possess a general knowledge and understanding of the YMCA, its goals, and its mission.
- Must submit New York State Clearance Form confirming no criminal record; must provide notification from the Department of Social Services confirming that the incumbent has not been subject of an investigation report with the State Central Register of Abuse and Maltreatment.
- Demonstrated ability to multi-task and handle multiple demands simultaneously with minimal direction
- Strong Computer Skills in Microsoft Office.
- Demonstrates the ability to observe confidentiality.

Trainings & Certifications:

- Must complete online Bloodborne Pathogens and Employee Safety training prior to initial assignment to position.
- Must complete online Hazard Communication training within the first 90-days of employment.
- Must attend and complete YMCA Youth Protection and New Employee Orientation within the first 90-days of employment.
- Must hold CPR, RTE, EpiPEN and AED certifications or successfully complete no later than 30-days after employment begins.
- Must be available to attend the mandatory training for the camp chosen.

Core Competencies:

- Supports the Mission, Vision and Direction of the YMCA: Understands and supports the mission of the YMCA; displays the YMCA values; displays flexibility and accepts changes; is willing to try new methods and make suggestions; shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and his/her work.
- Builds Community: Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship-building techniques; supports the role of fund-raising in achieving the YMCA mission.
- Provides a Quality Experience for Members, Participants, Internal Customer and Other: Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve in involve members, participants, internal customers and others.
- Works Productively: Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings, and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.
- Uses Effective Personal Behaviors/Communicates Effectively: Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

Effect on End Results:

This position strongly impacts the effectiveness with which the YMCA accomplishes its mission. The YMCA Arts Camp Director is committed promote an enjoyable environment that teaches values, is healthy, safe and provides an opportunity for positive growing experiences:

1. Concludes a successful camp season with satisfied participants, parents, and coworkers
2. The staff member provides safe, fun and age-appropriate activities
3. Builds strong relationships and strengthens the arts camp image

Physical Demands:

Ability to frequently sit, use his/her hands and fingers, stand, walk, reach, balance, stoop, crouch, kneel and climb. Ability to lift and/or carry and move up to 30 pounds (occasionally this could be more). Specific vision abilities required close, color, distance, peripheral, depth perception and ability to adjust focus.

Work Environment:

Work is normally preformed in a typical studio environment. At time the employee may be required to travel and be exposed to prevailing weather conditions. The noise level in the work environment is usually moderate.

Americans with Disabilities Specifications:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

How to Apply:

Interested candidates should respond to Daniela Mosko, Arts Studio Director at (315) 637-2025, ext. 216 or email their application to dmosko@syracuseymca.org or Laura Lipari, Human Resources Coordinator at (315) 474-6851, ext. 356 or email their application to llipari@syracuseymca.org, no later than February 28, 2018.

The YMCA of Greater Syracuse reserves the right to interview only those internal candidates that based on their qualifications, experience and background meets the requirements of the job vacancy.