



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA of Greater Syracuse Job Posting

Job Title: Unit Director **Reports To:** Director of Camp Iroquois & Teens
*Two openings: Oyaneh (2nd & 3rd grade) and Tonaweh (Kindergarten & 1st grade)
FLSA: Non-exempt – Seasonal/Temporary **Work Location:** Camp Iroquois
Dates: June 25 through August 17, 2018 (two additional weeks from August 20 through 31, 2018)
Work Schedule: Monday through Friday from 8:30am to 4:30pm

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 Director of Camp Iroquois & Teens, the Unit Director is responsible for the direct supervision and organization of the assigned group including up to 9 staff and any junior counselor or counselor in training assigned to the unit. Responsible for organization of daily activities, special events, and rainy day activities such that the objectives of the East Area Family YMCA will be met and all activities will be appropriate for the age of the campers they are assigned. Provide opportunities for all campers to build confidence, learn new life-skills, and develop friendships. Plan and lead 1 overnight per session (4 total).

YMCA Summer Day Camp Quality Service Theme:

By acting as role models and building lasting relationships, we make a positive difference in families' lives.

Responsibilities/Duties/Functions/Tasks:

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

- To attend and be involved in staff training and orientation.
- To be available to work daily within the hours of the camp schedule as outlined by the Director of Camp Iroquois & Teens.
- To work with other staff to develop a full recreational and educational program each session.
- To attend all weekly camp staff meetings and participate in all extra meetings as needed.
- To conduct one weekly lunch meeting with other staff in assigned group to discuss activity plans/overnight for the session. It is mandatory that all staff attend.
- To meet with the Program Director and Director of Camp Iroquois & Teens as needed to discuss camp matters.
- To assist in the development and implementation of special programs as assigned by the Program Director.
- To maintain all records for the group including attendance, camper assignments to counselors, overnight attendance, parent communications.
- To assist with the supervision of the lunch period and sit with a group of campers during the first 20 minutes to ensure that each camper is eating a proper lunch and drinking enough fluids to prevent dehydration and other heat related illnesses.
- To assist all campers the daily organization of their belongings.
- To be involved in all activities, games, sports, etc. in which the unit is participating.
- To be involved in the daily swim program as needed. If not needed, make daily checks of each swim area to ensure safety of campers (note: Female staff are required to wear a one-piece bathing suit).
- To act in a professional manner at all times including personal appearance, speech, and interaction with campers, their families, and other staff.
- To develop and maintain a friendly working relationship and act as a resource/support person for the other staff members.
- To understand that you are responsible for your team of campers, CIT's, and counselors and that your plans should be implemented in such a way that your campers receive a fun, meaningful, and safe experience.

- To be responsible for working with and supervising CITs assigned to your unit. To provide weekly positive feedback and constructive criticism to the Program Director for any CIT assigned to your unit in the form of written evaluations.
- To be responsible for the cleanliness and organization of the camp area including the pavilion, fields, camp shed, and any portion of the YMCA building used by the camp.
- Handle all discipline problems in a consistent manner as they occur. See advice from Director of Camp Iroquois & Teens or Program Director as needed.
- Plan and lead 1 overnight per session (4 total).
- Assign campers in unit to teepee groups and be responsible for the camper's end of the day activities (campers to busses, extended hours, or parent pick-up).
- Attend any family night as planned.
- To be available after camp hours on the last day of the season and participate in the close up of camp.
- To be responsible for implementing all other tasks as assigned by the Program Director or Director of Camp Iroquois & Teens.

Experience and Education:

- Bachelor's Degree in a child related field or equivalent experience working with children in recreation and/or education.
- 1-year of prior experience working in a camp setting/environment.

Qualifications:

- Must be 21 years of age.
- Excellent organizational and communications 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.
- Possess a general knowledge and understanding of YMCA, its goals, and its mission.
- Possess knowledge of various resources for programming ideas and the skills to utilize that information in program implementation.
- Possess knowledge of age appropriate activities and expectations of children ages 3 to 14.

Trainings & Certifications:

- CPR/AED and/or First Aid certifications (opportunity provided).
- Must attend and complete YMCA Child Abuse Prevention and other related training at Camp Iroquois Orientation.

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 Camp Iroquois Unit Director is committed to promote an environment that teaches values, is healthy, safe and provides an opportunity for positive growing experiences:

1. Strong lasting relationships with parents, campers, and co-workers
2. The Camp team provides safe and age-appropriate activities
3. Build a strong, positive community image

Physical Demands:

Ability to frequently stand, sit, walk, talk, hear, type, run, jump, kick, catch, throw, climb, kneel, bend, reach, balance, crouch or crawl, climb and/or balance, reach with hands and arms, handle or feel, stoop, lift/move and carry approximately 35 pounds, and use hands and fingers. Must be able to lift and/or maneuver large gym equipment. Special vision abilities required: distance, peripheral, depth perception and ability to adjust focus. Must have basic swim abilities which include: swim at least 4 lengths of the pool (100 yards) and tread water for a minimum of 3 minutes.

Work Environment:

Duties are performed in an outdoor environment and in a camp group setting; at times camp employees may be exposed to undesirable working conditions, communicable infectious diseases, and the risk of injury from children. All camp employees are required to follow the preventive health policies of the Camp at all times. The noise level in the work environment is moderate to above average. Employees will be frequently exposed to a wet/cold, hot/humid climate.

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 Allie Clarke, Director of Camp Iroquois & Teens at (315) 637-2025, ext. 210 or email their application to aclarke@syracuseymca.org or Laura Lipari, Human Resources Coordinator at (315) 474-6851, ext. 356 or email their application llipari@syracuseymca.org, no later than May 30, 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.