



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA of Greater Syracuse Job Posting

**Job Title:** Camp Y-Noah Group Leader

**Reports To:** Camp Y-Noah Program Director

**FLSA:** Non-exempt – Seasonal/Temporary

**Work Location:** North Area Family YMCA

**Work Schedule:** Monday – Friday; hours will vary depending on the needs of the program

**Dates:** June 25 through August 17, 2018 (camp training to be held June 18<sup>th</sup>–22<sup>nd</sup>)

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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 Camp Program Director, the Group Leader is responsible for the direct supervision and organization of the assigned group including 3 to 5 staff members, daily activities, special events, and rainy day activities such that the objectives of the North Area Family YMCA will be met and all activities will be appropriate for campers that have completed grades K-1, 2-3, and 4-6. The Group Leader is directly responsible for 10 to 12 campers. Supervise and teach skills in a variety of areas including: arts & crafts, character building, sports, and games. Be in water to assist aquatics staff with swimming and supervision. Provide opportunities for all campers to build confidence, learn new life-skills, and develop friendships.

### YMCA School Age Child Care and Camp Department 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 be available to work daily within the hours of the camp schedule as outlined by the Senior Program Director of School Age Child Care & Camp.
- To work with other staff to develop a full recreational program each week.
- To develop and maintain a friendly working relationship and act as a resource/support person for the other staff members.
- To conduct at least one weekly meeting with other staff in assigned group to discuss activity plans for the next week. It is mandatory that all staff attend.
- To assist in the development and implementation of special programs as assigned by the Camp Program Director or Senior Program Director of School Age Child Care & Camp.
- To maintain all records for the group including attendance, camper assignment to counselors, medical reports, accident reports, swim abilities for the entire group, discipline reports and to communicate these matters to the Camp Program Director.
- To turn in a complete list of supplies needed for the next week by 6pm Wednesday.
- To develop a system to put out a twice weekly newsletter that highlights the week's activities, requests special supplies, includes the names of all group staff members, and spotlights campers displaying YMCA Character Values. Newsletters are due Friday by 9am (for parents on Monday) and Wednesday by 6pm (for parents on Friday).
- To keep track of all children in the assigned group and be aware of safety issues to eliminate accidents. This includes supervising the application of sunscreen 2-3x daily.
- To complete an accident report should a camper receive a minor injury and to follow procedures to notify parents of such injuries.
- To assist with the supervision of the lunch period and sit with a group of campers during the first 20-30 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 assigned group members with the daily organization of their belongings.
- To lead assigned Mini-Camp sessions during the camp season. Your Mini-Camp must accommodate 30-50 campers of all ages and provide an opportunity for campers to explore a new activity/skill or further develop existing skills.

- To be involved in all activities, games, sports, arts & crafts, drama, music, etc. in which the assigned group is participating.
- To be involved in a daily swim program that includes being in the water with campers while supervising and assisting with water activities (note: Female staff are required to wear a conservative one-piece bathing suit).
- To attend all weekly camp staff meetings and participate in all extra meetings as needed. A mandatory staff meeting is held every Monday at 6:00pm.
- To work assigned shifts covering AM and PM extended hours (shifts will be determined during staff orientation).
- To act in a professional manner at all times including personal appearance, speech, and interaction with campers, their families, and other staff.
- To comply with the Camp Dress Code. The YMCA will provide staff shirts which must be worn every day and may not be altered in any way. Staff who alter a shirt by cutting it, writing on it, etc. will be responsible for purchasing replacement shirts at his/her own expense.
- To understand that you are responsible for your team of campers, LITs, 1:1 support staff, 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 LITs assigned to your group. To provide weekly positive feedback and constructive criticism to the LIT Coordinator in the form of an evaluation form for any LIT that works 1:1 with you.
- 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 that is used by camp.
- To be responsible for clear, appropriate communication with campers, their families, and other staff.
- Handle all discipline problems in a consistent manner as they occur. Seek advice from the Camp Program Director as needed.
- To be responsible for implementing all other tasks as assigned by the Camp Program Director or Senior Program Director of School Age Child Care & Camp.

#### **Experience and Education:**

- Completed minimum 3 years of college in Education/Recreation and/or equivalent in experience significant in day camp programming.
- Experience in recreation and/or education is helpful, while a proven desire to work with and be with kids is essential.
- Skills in sports, crafts, group games, music/drama, nature study, water activities, and other camp-related topics are required.
- CPR & First Aid certifications are required (opportunity will be provided).

#### **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.

#### **Qualifications:**

- Competencies in program development.
- Excellent communication (verbal and written) and interpersonal skills are critical to the success of this position.
- Demonstrated analytical skills.
- Demonstrated leadership qualities, organizational skills, project management, time management, detail orientated.

- Demonstrated ability to multi-task and handle multiple demands simultaneously with minimal direction.
- Possess and demonstrate excellent customer service, supervising, decision-making, problem solving team oriented, creative thinking and leadership skills.
- Emotional maturity and ability to observe confidentiality.
- Enjoyment of the outdoors.

**Trainings & Certifications:**

- Must hold CPR, AED, and First Aid certifications or successfully complete during Camp Staff Orientation.
- Must attend and be involved in camp staff training and orientation. This training will include Health & Safety, Behavior Management, Developmentally Appropriate Activities, Lesson Planning, YMCA as well as Camp Policies & Procedures, Aquatics Activities, etc.
- Must attend weekly staff meetings throughout the camp season.

**Effect on End Results:**

This position has a direct impact on the summer camp program and the effectiveness with which the YMCA accomplishes its mission. The YMCA summer camp programs are committed to promote an environment that teaches values is healthy, safe and provides an opportunity for positive growing experiences:

1. Strong relationships with parents and strong community image
2. The summer camp program has safe and age-appropriate activities and meets the needs of the community

**Physical Demands:**

Ability to frequently sit, use his/her hands and fingers, stand, typing, walk, reach, climb, balance, stoop, crouch, kneel and climb a minimum of two flights of stairs multiple times per day. Occasionally required to lift and/or carry and move up to 35 pounds. Specific vision abilities required close, color, distance, peripheral, depth perception and ability to adjust focus.

**Work Environment:**

Duties are performed in an outdoor day camp setting and at times summer camp employees may be exposed to undesirable working conditions, extreme outdoor temperatures, inclement weather, communicable infectious diseases, and the risk of injury from children. All child care employees are required to follow the preventive health policies of the Center at all times. The noise level in the work environment is moderate to above average.

**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 Holly Kontak, Sr. Program Director Child Care & Camp, at (315) 451-2562, ext. 226 or email their application to [hkontak@syracuseymca.org](mailto:hkontak@syracuseymca.org) or Laura Lipari, Human Resources Coordinator, at (315) 474-6851, ext. 356 or email their application to [llipari@syracuseymca.org](mailto:llipari@syracuseymca.org) no later than May 18, 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.