



## Job Description

**Job Title:** Group Program Staff  
**Reports To:** Program Director and Executive Director  
**Position Status:** Seasonal

### POSITION SYMMARY:

The Camp Program Staff ensures safe, fun teachable moments and outstanding customer service are experienced by students, teachers, and chaperones attending Outdoor Education programs and participants for camp's family programs and guest group retreats. The Camp Program Staff lives/works at camp seasonally, during peak usage times.

### ESSENTIAL FUNCATIONS:

- Provide leadership with lesson preparation, set-up, facilitation, and clean-up of courses and activities
- Provide excellent customer service to all participants
- Assist with program planning and implementation with regard to daily scheduling, special events, and evening activities
- Exhibit flexibility and adaptability in an ever-changing daily schedule.
- Assist with general facilitation and hosting responsibilities, including cleaning bathrooms, doing dishes, sweeping the floor, obtaining firewood for groups, or other functions necessary for a clean, pleasant environment and memorable experience.
- Assist with developing group orientation programming and training logistics.
- Assist with observance of camp policies.
- Assist with maintaining a safe learning environment.
- Continually conduct a physical inspection each day to ensure cabins and other facilities are in good, safe, working order – and report any repair needs to Property Manager
- Be responsible for conserving energy and supplies throughout the camp facility
- Document, respond and report all accidents and unusual incidents to the Director.
- Perform other duties as deemed necessary by the Executive Director or Program Director to assure the overall success of the program

### QUALIFICATIONS:

- Ability to answer questions in a positive and helpful manner
- Ability to demonstrate high—caliber and consistent customer service.
- Age 18 or older
- Certified in CPR, First Aid, or Lifeguard preferred
- Leadership ability and teamwork oriented
- Ability to interact with all age levels
- A commitment to working with staff and camper population for the fulfillment of YMCA goals

### WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and mental endurance required to maintain constant supervision of campers.
- Physical ability to lift up to 50lbs.

- Work is performed in a fast-paced outdoor and office environment. Ability to communicate both orally and in writing is essential for this position. Visual acuity is required for reading computer screens and/or documents and making changes as necessary/required. Job requires high levels of alertness and concentration. Walking is frequent. Repetitive stooping and bending with frequent lifting of light to heavy objects is required. The ability to sit for long periods of time is required as well as, the ability to manipulate keyboards, telephone keypads, and writing and kitchen utensils. While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions, outside weather elements, and extreme heat.

I have reviewed and understand this job description and I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of YMCA Camp Timbers. I acknowledge that this job description is not to be construed as an express or implied contract of employment and does not alter my status as an employee at will.

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SIGNATURE

DATE