



## Job Description

**Job Title:** Summer Program Coordinator  
**Reports To:** Program Director and Executive Director  
**Position Status:** Seasonal

### POSITION SUMMARY:

The Program Coordinator is responsible for furthering the mission of the camp through the planning and delivery of all-camp programs. Effectively communicate with staff on their schedule and program needs. Design and deliver program activities that are safe, fun, and appropriate to the campers' age and abilities. Assist in the management of the overall camp operation at the direction of the camp director. They serve as a role model for campers and staff and are a part of the Summer Leadership Team.

### ESSENTIAL FUNCTIONS:

- Plan, prepare, and facilitate all-camp gatherings and programs, including daily meal announcements, evening programs, and afternoon snacks.
- Deliver a fun and safe program to campers.
- Works with the Program Director and Executive Director to implement ACA standards.
- Ability to inventory program area supplies and prioritize program area wish lists for new supplies
- Ensure lesson plans are prepared and implemented that meet camp outcomes and the abilities of the campers.
- Assist in the implementation of staff training, including coaching staff on program area facilitation.
- Plan and implement staff appreciation activities and support
- Performs any other functions necessary for the smooth and efficient operation of camp to make experience the best it can be for our campers.

### QUALIFICATIONS:

- Minimum age 19
- Proven leadership ability with organizational skills and a talent for developing and leading a team
- Current certification in First Aid and CPR required; Lifeguard preferred.
- Valid driver's license preferred
- Previous camp experience preferred
- Ability to communicate with camper families
- Leadership ability and teamwork oriented
- Possess a variety of skills and experience with youth

### 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