



Job Description

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

POSITION SYMMARY:

The Village Coordinator (VC) will work in cooperation with Village Coordinators to ensure the physical and emotional well-being of all campers and staff. The VC serves as a role model for campers and staff and is a part of the Summer Leadership Team. The VC's primary role is to supervise and mentor Cabin Counselors, providing coaching and resources to support group dynamics and leading engaging all-village programs. The VC's will collaborate with the Program Director to identify and support individual campers' needs in order to create a cohesive cabin group environment.

ESSENTIAL FUNCATIONS:

- Supervises and takes a major role in fostering appropriate behavior among staff members, providing coaching, encouragement, and necessary correction as needed with regular check-ins. (ACA HR-20)
- Works with the Leadership Team to plan and implement Staff Training.
- Works with the Program Director and Executive Director to implement ACA standards.
- Lead pre-session meetings with staff in their village.
- Support counselors in fostering appropriate behavior and positive group dynamics with cabin.
- Lead developmentally appropriate, safe, and creative village programs including daily Hang Time and weekly evening programs.
- Take part in your village's morning and night routine including reflection, shower, etc.
- Refer campers who need additional support or display inappropriate behavior to Program Director, emphasizing the Restorative Justice philosophy.
- Directs appropriate in-service (skill, behavior, group dynamics) training for counselors during camp season. (ACA HR-13)
- Works to see that camp objectives, standards, policies, and regulations are understood and practiced by the staff and campers under their supervision.
- Oversees the job being done by each staff member, doing their best to see that each camper has as good an experience as possible and is living in a healthy and safe environment in and out of camp.
- Completes a final evaluation for each person they supervise before the end of the last session.
- Serve as the communication link between their village and the rest of camp.
- 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 staff team
- Current certification in First Aid and CPR required; Lifeguard preferred.
- Valid driver's license preferred
- Pervious camp experience preferred
- Leadership ability and teamwork oriented
- Ability to communicate with camper families
- 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.

SIGNATURE

DATE