



Job Description

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

POSITION SUMMARY:

The Village Coordinator (VC) provides direct leadership, supervision, coaching, and support to Cabin Counselors while helping ensure the physical safety, emotional well-being, and overall camp experience of campers within their assigned village. The VC serves as a role model for campers and staff and is a member of the Summer Leadership Team.

The VC's primary responsibility is to supervise and mentor Cabin Counselors by providing coaching, resources, feedback, and support related to camper supervision, group dynamics, behavior management, and the implementation of camp policies and procedures. The VC works collaboratively with the Program Director and other leadership staff to identify and respond to individual camper and staff needs and to create a safe, inclusive, and cohesive village environment.

ESSENTIAL FUNCTIONS

- Supervises Cabin Counselors and takes a major role in fostering appropriate staff behavior, providing coaching, encouragement, feedback, and necessary correction through regular check-ins and observations, at least weekly. (ACA HR-20)
- Works with the Summer Leadership Team to plan and implement staff training and participates in ongoing in-service training throughout the camp season. (ACA HR-13)
- Leads pre-session meetings with staff within their assigned village and communicates expectations, schedules, policies, and relevant camper information.
- Supports counselors in fostering positive group dynamics, appropriate behavior, inclusion, and a healthy cabin environment.
- Provides ongoing coaching and support to counselors, including assistance with problem-solving, group management, camper concerns, and staff performance.
- Documents significant staff performance concerns and communicates concerns requiring additional intervention to the Program Director.
- Participates in staff evaluations and provides relevant observations and feedback regarding counselor performance.
- Directs or facilitates appropriate in-service training for counselors based on identified needs related to skills, behavior management, camper development, group dynamics, and other areas of job performance. (ACA HR-13)
- Leads developmentally appropriate, safe, inclusive, and creative village programs, including at least one weekly evening village program.
- Participates in the morning and evening routines of their assigned village, including cabin reflection, showers, evening routines, and other village responsibilities.
- Monitors and supports counselors in maintaining the health, safety, supervision, and emotional well-being of campers and promptly communicates significant concerns to the appropriate leadership or health staff.
- Implements Camp Timbers' behavior management policies and Restorative Justice philosophy when addressing camper behavior, conflict, and other concerns.
- Refers campers requiring additional support or demonstrating significant or ongoing inappropriate behavior to the Program Director and works collaboratively to develop appropriate interventions.
- Communicates with camper families regarding significant behavioral or other concerns when directed or authorized by the Program Director and documents significant communications as required.
- Serves as a communication link between the assigned village, the Program Director, and the broader camp leadership team.
- Participates in emergency response procedures and supports counselors in maintaining camper accountability, safety, communication, and supervision during emergencies, evacuations, severe weather, or other incidents.
- Supports campers and counselors in following established health, safety, emergency, and risk-management procedures and promptly refers concerns to the appropriate leadership or health staff.

- Oversees the work being performed by counselors in the assigned village and works to ensure each camper has a positive experience while living in a healthy, safe, supportive, and inclusive environment.
- Performs other duties and responsibilities as assigned that are necessary for the smooth and efficient operation of camp and the safety and well-being of campers and staff.

QUALIFICATIONS

- Minimum age of 19.
- Demonstrated leadership ability with strong organizational skills and the ability to develop, support, and lead a staff team.
- Previous camp, youth development, education, recreation, or related experience preferred.
- Experience working with children and/or adolescents and an understanding of age-appropriate developmental needs.
- Strong communication, interpersonal, and conflict-resolution skills.
- Ability to provide constructive feedback, address performance concerns, and support staff through challenging situations.
- Ability to communicate professionally and appropriately with camper families.
- Ability to work collaboratively as part of a leadership team and independently when appropriate.
- Current First Aid and CPR/AED certification required. Additional certification may be required based on assigned responsibilities.
- Valid driver's license preferred
- Must demonstrate commitment to the YMCA mission, Camp Timbers' values, camper safety, and creating an inclusive camp environment.

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