



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CAMP JORN YMCA- PROGRAM DIRECTOR

Job Title: **ARTS & CRAFTS PROGRAM DIRECTOR**

FLSA Status: Exempt

Status: Seasonal

Reports to: Camp Operations Director

Department: Summer Camp

Revision Date: 10/10/2025

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Provides leadership to coordinate, maintain, and instruct the Arts and Crafts Program. This includes leading daily classes and activities while overseeing program staff assistants.

RESPONSIBILITIES:

1. Oversee the program of Arts & Crafts, including leading, planning and instructing daily classes and activities in accordance with Camp Jorn guidelines. Classes may include Painting, Drawing, Sculpture, Fiber Arts and more.
2. Provide a safe, high-quality environment for all campers and staff through maintaining compliance with program policies, procedures and schedules.
3. Develop and implement detailed lesson plans and learning objectives for Arts & Crafts classes, with a focus on skill progression and creativity. Adapt lesson plans for kids of all ages (5-17) and skill levels. Incorporate nature, natural materials and weekly camp themes into lessons.
4. Create demonstrations, examples and references for projects.
5. Teach and monitor proper use of equipment and materials.
6. Maintain cleanliness of program spaces through organization of materials and equipment. Keep a detailed inventory of materials and orders.
7. Submit orders for equipment and supplies when needed, ensuring timely arrival of materials.
8. Supervise and provide guidance to program staff and counselors.
9. Work closely with Program Directors (Resident Camp, Day Camp and Sprouts) for class plans and activities needed for those programs.
10. Be an active member of the Lead Team – assist and participate in special programming, evening activities, counselor coverage and opening/closing day events.
11. Build effective, authentic relationships with campers; helping them connect with each other and to Camp Jorn YMCA.
12. Evaluate the current season and make recommendations for equipment, supplies, and the program at large for the following season.
13. Perform other duties as assigned, including but not limited to: Kitchen and dishwashing assistance, general maintenance, camp beautification, cleaning bathrooms, lifeguarding, etc.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Builds effective, supportive working relationships with staff.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Strives to deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships.

QUALIFICATIONS:

1. At least 21 years of age is preferred.
2. Possess or intend to obtain current certifications in CPR/First Aid/AED.
3. Skills and experience in art or creative craft activities.
4. Previous camp experience.
5. Proven leadership ability with organizational skills and a talent for supporting others.
6. Ability to observe camper behavior and apply appropriate behavior management techniques.
7. Ability to build relationships with campers, parents and staff.
8. Passion for working with children indoors and outdoors.
9. Ability to accept guidance and supervision.
10. Good character, integrity, creativity and adaptability.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

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.

- Physical ability to perform camp skills such as but not limited to hiking, canoeing, running, physical games, and activities.
- Ability to lift equipment up to 50 pounds.
- Ability to plan, lead and participate in a range of activities in a variety of outdoor/indoor settings.
- Ability to identify and respond to hazards in camp, respond and implement emergency plans.
- Ability to work in loud, high-energy and at times overstimulating environments.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____