



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CAMP JORN YMCA-PROGRAM DIRECTOR

Job Title: **DAY CAMP 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 direct leadership to plan, direct, and supervise programming for Day Camp.

ESSENTIAL FUNCTIONS:

1. Assist with leading, planning, preparing, and general Day Camp program operations, including staff training, in accordance with Camp Jorn guidelines.
2. Create organized spreadsheets for weekly activity schedules, group placements, time off, bus duty, cleaning assignments, and other schedules as necessary.
3. Supervise, provide guidance, and be a resource to counselors and program staff by being attentive, present and available for check-ins.
4. Uphold and maintain Camp Jorn, YMCA, and ACA licensing standards in regards to camp activities.
5. Plan and lead an engaging all-camp activity each day. Delegate staff roles in all-camp activities.
6. Plan and lead the opening and closing ceremonies.
7. Ensure the appropriate preparation and clean-up of equipment and activity spaces.
8. Provide a safe, high-quality environment for all campers and staff through maintaining compliance with program policies, procedures and schedules.
9. Evaluate counselors and activities, and provide feedback.
10. Collaborate with Resident Program Directors and Sprouts Directors in determining staff placements and pairings.
11. Work with program staff & Operations Director to determine and fulfill supply and inventory needs for programs and activities.
12. Work with the Operations Director to plan and lead emergency procedures.
13. Build effective, authentic relationships with campers, families and staff; helping them connect with each other and to Camp Jorn YMCA.
14. Communicate important information with families as needed.
15. Oversee and coordinate check-in and check-out procedures.
16. Other duties as assigned.

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. Possess current certifications in CPR/First Aid/AED.
2. Previous camp experience.
3. Proven leadership ability with organizational skills and a talent for supporting others.
4. Ability to observe camper behavior and apply appropriate behavior management techniques.
5. Ability to identify and respond to hazards in camp, respond and implement emergency plans.
6. At least 21 years of age is preferred.
7. Ability to build relationships with campers, parents and staff.

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 participate in camp activities such as but not limited to hiking, canoeing, running, physical games.
- 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 respond to critical situations and act swiftly in an emergency.
- Ability to respond to the emotional and physical needs of campers.
- 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: _____