



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CAMP JORN YMCA- PROGRAM DIRECTOR

Job Title: **SAILING 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 Sailing program, including daily classes and activities.

ESSENTIAL FUNCTIONS:

1. Oversee the program of Sailing, including leading, planning and instructing classes and activities in accordance with Camp Jorn guidelines.
2. Provide a safe, high-quality environment for all campers and staff through maintaining compliance with program policies, procedures and schedules.
3. Ensure safety through regular maintenance checks of boats, equipment, docks and facilities. Repair and restock equipment as needed, in partnership with the Property Manager.
4. Ensure cleanliness and organization of docks and equipment. Keep a detailed inventory of equipment.
5. Develop and implement detailed lesson plans for Sailing classes tailored to learning objectives, with a focus on skill progression, safety and confidence.
6. Supervise and provide guidance to lifeguards, program staff and counselors.
7. Drive a motorized rescue boat to safely assist campers and/or tow sailboats on the water.
8. Be an active member of the Lead Team – assist and participate in special programming, evening activities, counselor coverage and opening/closing day events.
9. Build effective, authentic relationships with campers; helping them connect with each other and to Camp Jorn YMCA.
10. 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. Possess or intend to obtain current certifications in CPR/First Aid/AED & Lifeguarding.
2. American Sailing Association Certification preferred.
3. Current Wisconsin boater's license and boat driving experience.
4. Familiarity and experience with operation and maintenance of Sunfish Sailboats and ideally a Hobie Cat.
5. Passion for working with children outdoors - previous camp experience preferred.
6. Proven leadership ability with organizational skills and a talent for supporting others.
7. Ability to observe camper behavior and apply appropriate behavior management techniques.
8. At least 21 years of age is preferred.
9. Ability to build relationships with campers, parents and staff.
10. Ability to accept guidance and supervision.
11. 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.

- Ability to handle and use all sailing equipment, and perform all skills necessary for sailing.
- 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.
- The ability to work in outdoor conditions and environments for extended periods of time, including hot days in the sun and cool days in the water.
- 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: _____