



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CAMP JORN YMCA - AREA DIRECTOR

Job Title: **SHANNON STAFF DIRECTOR**

FLSA Status: Exempt

Status: Seasonal

Reports to: Camp Operations Director

Department: Summer Camp

Revision Date: Launched 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 SHANNON STAFF, Camp Jorn's 17 year old staff members.

ESSENTIAL FUNCTIONS:

1. Assists with leading, scheduling, planning, and preparing a program that supervises, mentors and supports 17 year old staff members while operating in accordance with Camp Jorn guidelines.
2. Consistently model the ideal staff member in various areas, such as: kitchen, programs, camper interaction, classes, maintenance.
3. Responsible for providing a safe, high-quality environment for all campers and staff through maintaining compliance with program policies, procedures and schedules.
4. Supervise and provide guidance, feedback and resources to Shannon Staff. Mediate any interpersonal issues as they arise and help create a healthy, supportive staff culture.
5. Connect with the parents/guardians of each Shannon Staff when needed, but at least once, throughout their time on camp.
6. Ensure and enforce all safety, health and emergency policies and guidelines among campers, peers, parents, staff and guests.
7. Uphold and maintain Camp Jorn, YMCA and ACA standards in regards to camp activities.
8. Work closely with program directors, the kitchen manager and the property manager to implement Shannon Staff into the rotation of work areas on camp.
9. Be an active member of the Lead Team – assist and participate in special activities, evening activities, opening/closing day events and counselor coverage.
10. Assist in the restoration of the "Trails" Legacy program, a tradition at Camp Jorn that has been set aside. Support Shannon Staff in being "Trails" leaders.
11. Assist with creatively leading additional program areas and/or cabin or trip group coverage when direct support is not needed.
12. Drive and support logistical work as needed.
13. Build effective, authentic relationships with campers; helping them connect with each other and to Camp Jorn YMCA.
14. Assist with check-in/check-out processes while displaying professionalism and forming connections with families.
15. Other duties as assigned, including but not limited to: kitchen/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 PREFERRED:

1. At least 21 years of age.
2. Possess current certifications in CPR/First Aid/AED, Lifeguard, & Wilderness FA
3. Previous camp experience.
4. Proven leadership ability with organizational skills and a talent for supporting others.
5. Ability to observe camper behavior and apply appropriate behavior management techniques.
6. Ability to identify and respond to hazards in camp, respond and implement emergency plans.
7. Good character, integrity, creativity and adaptability - able to maintain professionalism & positivity under stressful or changing circumstances.
8. 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, 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 respond to critical situations and act swiftly in an emergency.
- Ability to respond to the emotional and physical needs of campers, even at odd hours or in the night.
- 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: _____