



## SUMMER CAMP JOB ANNOUNCEMENT/DESCRIPTION

**POSITION TITLE:** Summer Director

**REPORTS TO:** Camp Director

**DATE:** Summer 2008

**GENERAL FUNCTION:** The Summer Director is responsible for the development, preparation and implementation of the Stevens Point Area YMCA Camp Glacier Hollow programs. Duties include pre-camp promotion; program development; staff recruitment, supervision and evaluation; camp safety management; camper management; camp health services management; overall general program operations; and occasional camp counseling.

The Stevens Point Area YMCA Summer Camp Programs offer a wide variety of opportunities for campers ages 7-17. Programs include; 6 weeks of week-long Resident Camps - Nature Quest Camps (coed-ages 8-14), Camp Wise Spirits (girls-ages 8-14), Timbertop Camp for Children with Learning Disabilities (coed-ages 9-13), and 3 Night Beginning Adventurers (coed ages 7-11); 12 weeks of Traditional Day Camp (coed-ages 7-13); 4 weeks of Teen and Adult Backpacking, Canoeing, and Rock Climbing Trips; a Counselors In Training program; and other general summer programs and activities. Camp is located 14 miles east of Stevens Point on crystal clear spring-fed Lake Elaine. Over 100 acres of mixed forest, glacial ridges and hollows makes it an ideal setting for our camp. Camp serves up to 100 total campers per week. Our Camps offer traditional camp activities with an emphasis on environmental education.

**QUALIFICATIONS:** Summer Director must be at least 21 years of age and has at least 2 years of previous camp experience. A valid driver's license and American Red Cross Responding to Emergencies or equivalent is required (training opportunity available). Lifeguarding certification preferred. A high level of physical fitness, energy, and stamina, as well as, being able to lift/carry/load heavy supplies and equipment is required. Preference will be given to applicants who have completed college course work or a degree in camp management, environmental education, education, recreation or related fields. Training and/or experience in one or more of the following areas is required: camp counseling, team building, experiential education, environmental education, outdoor adventure/recreational activities, waterfront supervision, arts & crafts, campfires, and field sports. Previous leadership experience and/or desire to work with youth and teens is required. Must be a positive role-model, flexible, energetic, dedicated and a responsible team player.

**PHYSICAL REQUIREMENTS:** Must be able to lead and participate along with groups of campers in various physical activities and in various indoor/outdoor settings. Such activities include traditional camp activities, canoeing, team building, swimming, and other sports and activities. Prior to work all staff will be required to provide a Physician signed health examination which includes a Mantoux Tuberculin Skin Test.

**SALARY:** Salary pay ranges from \$325 - \$375 per week for 14 weeks from May 19 – August 30, 2008 (depending on experience and qualifications). Room and 3 meals/day are provided on days/weeks of residential camps and day camp overnights.

**APPLICATIONS:** For more information and application forms, please contact:

Pete Matthai, Camp Director  
Stevens Point Area YMCA, 1000 Division Street, Stevens Point, WI 54481  
[pmatthai@spymca.org](mailto:pmatthai@spymca.org) (715) 342-2980 ext. 308

**APPLICATION DEADLINE:** January 31, 2008

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Stevens Point Area YMCA (Business)

1000 Division Street • Stevens Point, Wisconsin 54481 • 715-342-2980 • fax: 715-342-2987 • [www.spymca.org](http://www.spymca.org)

YMCA Camps at Glacier Hollow (June – August)

P.O. Box 142 • 9289 Pavelski Road • Nelsonville, WI 54458 • 715-824-5267 • [www.glacierhollow.com](http://www.glacierhollow.com)

**WORK SCHEDULE:** The Stevens Point Area YMCA has a full schedule of programs during the summer months, including programs that continue on some weekends and holidays.

**Summer Director** is expected to live on camp during residential camps and programs. Lodging may be in a personal room connected with the residential on site home. **Summer Director will be given scheduled paid days off during half week programs and also on the availability of the Camp Director. Summer Director or Camp Director must be onsite during all hours of operation.**

**2008 PROGRAM SCHEDULES INCLUDE:**

Resident Camps		Teen Adventure Trips		Day Camps	
May 29–June 6	<b>Staff Training</b>	May 29–June 6	<b>Staff Training</b>	May 29–June 6	<b>Staff Training</b>
June 9-13	LIT/CIT Training; Day Camp	June 9-13	LIT/CIT Training; Day Camp	June 9-13	Crazy Days
June 16-20	Day Camp; Thurs ON	June 15-20	<b>Adult Trip</b> , Day Camp Support, Day ON	June 16-20	Mission Impossible w/ ON
June 22-28	<b>Nature Quest I</b>	June 22-28	Nature Quest I	June 23-27	ArtRageous; Horse Camp
June 29-July 3	<b>Beginning Adv's</b> ; Day Support	June 29-July 3	<b>Devil's Lake Rock Climb Trip</b>	June 30-July 3	Wind, Water, Earth & Fire
July 6-12	<b>Nature Quest II</b>	July 6-12	Nature Quest II	July 7-11	Super Soakn' Safari w/ H2O Park
July 14-19	Day Support; ON; Staff Training	July 13-19	<b>Rock n', Roll n' &amp; Wave n' Trip</b> ; Staff Training	July 14-18	Swampn' & Stompn' w/ ON; & Horse Camp
July 20-26	<b>Timbertop</b> Camp for Youth w/ LD	July 20-26	Timbertop Camp for Youth w/ LD	July 21-25	Fur, Fins & Feathers; & Horse Camp
July 28-Aug 2	Day Support; ON; Kids Day/Night	July 27-Aug 2	<b>Porkies Backpacking Trip</b> ; Kids Day/Night	July 28 - Aug 2	Hunt/Fish/Camp w/ ON; Horse & Theater Camp; & Kids Day/N
Aug 3-9	<b>Nature Quest III</b>	Aug 3-9	Nature Quest III	Aug 4-8	Wild, Wild West w/ HR
Aug 10-16	<b>Camp Wise Spirits for Girls</b>	Aug 10-16	Res Camp Support	Aug 11-15	Sports Spectacular
Aug 18-22	Day Camp Support; Day ON & Camp Clean-up	Aug 18-22	Day Camp Support; Day ON & Camp Clean-up	Aug 18-22	Indiana Jones & Adv's w/ ON; & Horse Camp
Aug 22-24	<b>Family Camp Weekend</b>	Aug 22-24	Family Camp Weekend		
Aug 25-30	Day Camp Support; & Camp Clean-up	Aug 25-30	Day Camp Support, & Camp Clean-up	Aug 25-30	The Last Hurrah; Thurs Family Night & Camp Clean-up

*ON = Thursday Day Camp Overnighter*

**KEY RESULT AREAS:**

- Provide a SAFE and FUN experience for all summer camp program participants.
- Ensure smooth program operations that are responsive to participants needs.
- Create organized and efficiently run programs.
- Ensure all summer camping programs/services are operating in accordance with all policies and procedures. Special attention to safety and risk concerns is incorporated at all times utilizing preventative risk management measures.
- Support social, emotional, spiritual, and physical development and provide positive guidance to all program participants.
- Establish positive and productive relationships with campers, parents and staff.
- Provide positive leadership and role modeling.
- Maintain a flexible, energetic, and mature attitude.
- Incorporate Character Development, the YMCA Four Values, and the YMCA mission into all aspects of the summer camping programs.
- Maintain a commitment to professionalism and quality programming.
- Ensure the safety and well being of participants by maintaining all program equipment and facilities.
- Work as a contributing team member and demonstrate initiative.
- Adhere to the Stevens Point Area YMCA Code of Conduct, Staff Polices, and Camp Licensing procedures.
- Adhere to OSHA standards and guidelines.

I understand and mutually accept that the above job description represents my agreement as to the job to be performed and that this job description is not a contractual agreement.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Employer Signature \_\_\_\_\_

Date \_\_\_\_\_