



SUMMER CAMP JOB ANNOUNCEMENT/DESCRIPTION

POSITION TITLE: Resident and/or Day Camp Program Coordinators
REPORTS TO: Summer Program Director
DATE: Summer 2010

GENERAL FUNCTION: The Resident and/or Day Camp Program Coordinators are responsible for assisting the Summer Program Director with leading, planning, preparing, supervising, general program operations, and for camp counseling. Resident and Day Camp Counselor/Naturalists are responsible for carrying out overall camp program operations, teaching traditional camp and environmental education activities and camp counseling for the various Resident and/or Day Camps.

The Stevens Point Area YMCA Summer Camp Programs offer a wide variety of opportunities for campers ages 7-17. Programs include; 7 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: Resident and/or Day Camp Program Coordinators must be at least 20 years of age and has previous camp or related leadership experience. A valid driver's license, CPR and first aid are required. Lifeguarding certification and American Red Cross Responding to Emergencies or equivalent preferred. 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 are desired: 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. A high level of physical fitness, energy, and stamina, as well as, being able to lift/carry/load heavy supplies and equipment is required. 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 \$240-\$260/week for Resident Camp Coordinator and \$355-\$360/week for Day Camp Coordinator for 12-13 weeks from June 1 – August 31, 2010 (depending on experience, qualifications and room and board). Room and 3 meals/day are provided on days/weeks of residential camps and day camp overnights. Day Camp Coordinator may have an option to take room and board.

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

Jamie Linzmeier, Summer Program Director or Pete Matthai, Camp Director
Stevens Point Area YMCA, 1000 Division Street, Stevens Point, WI 54481

pmatthai@spymca.org (715) 342-2980 ext. 308 jlinzmeier@spymca.org (715) 342-2980 ext. 326

APPLICATION DEADLINE: Positions will be filled as qualified applicants are identified with the intent that all positions will be filled by April 15th.

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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

YMCA Camps at Glacier Hollow (June – August)

P.O. Box 142 • 9289 Pavelski Road • Nelsonville, WI 54458 • 715-824-5267 • 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.

Resident Camp Coordinator is expected to live on camp during residential camps. Resident Camp lodging is in non-heated cabins shared with campers and other staff. **Resident Camp staff will be given scheduled paid days off during half week programs and may support day camp programs during full weeks of non-residential camps. 12-13 weeks of employment available.**

Day Camp Coordinator typical workday is 8:00am-5:30pm, Monday –Friday and 4-6 one night overnights on scheduled Thursdays. Staff are also required to work a rotational pre and post camp (3-4 times per week dependant on need) from 6:30am-9:00am and/or 4:30pm-6:00pm. Staff meetings may be held once a week at the end of the camp day.

2010 PROGRAM SCHEDULES INCLUDE:

Resident Camp Staff		Adventure Trip Staff		Day Camp Staff	
June 1–June 7	Staff Training	June 1–June 7	Staff Training	June 1–June 7	Staff Training
June 8-11	Staff Training Day Camp; Thurs ON	June 8-11	Staff Training Day Camp; Thurs ON	June 8-11	Staff Training Crazy Days w/ ON
June 13-18	LIT/CIT Training; Day Camp; Thurs ON	June 13-18	LIT/CIT Training; Day Camp; Thurs ON	June 14-18	The BIG Catch w/ ON
June 20-26	Adventure Nature Quest	June 21-25	Day Camp	June 21-25	Gameapalozza
June 28-July 2	*Day Support; Thurs ON	June 27-July 2	Flambeau Paddle & Cave Trip	June 28-July 2	*Stars & Wizards w/ ON; Horse Camp
July 5-9	*Day Support; Thurs ON & Open House	July 5-9	Devil’s Lake Climbing Trip	July 5-9	*Artrageous w/ ON & Open House; Horse Camp
July 11-17	Camp Wise Spirits for Girls	July 12-16	Day Camp; Female on Res Camp	July 12-16	Amazing Race All Female on Res Camp (11-17)
July 18-24	Horse’n Around Nature Quest Beginning Adv’s & Training	July 19-24	Day Camp & Timbertop Training	July 19-23	Pirate Pizazz
July 26-31	Day Support; Weekend Kids Day/Night	July 25-31	Porkies Backpacking Trip; Weekend Kids Day/Night	July 26-31	WOW; Horse & Theater Camp; & Weekend Kids Day/Night
Aug 1-7	Timbertop Camp for Kids w/ LD	Aug 1-7	Day Camp or Timbertop Camp	Aug 2-6	Wet n’ Wild
Aug 8-14	Splash & Sport Nature Quest	Aug 9-13	Day Camp	Aug 9-13	Wild, Wild West w/ HR
Aug 16-20	Day Camp Support; Thurs ON	Aug 16-20	Day Camp; Thurs ON	Aug 16-20	Grand Expedition & Adv’s w/ ON; & Horse Camp
Aug 20-22	*Family Camp Weekend	Aug 20-22	*Family Camp Weekend		
Aug 23-28	*Day Camp Support; & Camp Clean-up on 28	Aug 23-28	*Day Camp Support, Thurs Family Night & Camp Clean-up on 28	Aug 23-28	*The Last Hurrah; Thurs Family Night & Camp Clean-up on 28
Aug 30-31	*Special Day Camp Field Trip	Aug 30-31	*Special Day Camp Field Trip	Aug 30-31	*Special Day Camp Field Trips

**Indicates Possible Week Off (Depending on Requests and Need)*

ON = Thursday Day Camp Overnights

KEY RESULT AREAS for Resident & Day Camp Counselors:

- Provide a SAFE and FUN experience for all summer camp program participants.
- Ensure smooth program operations that are responsive to participants needs.
- Create fun and educational activities.
- Establish positive and productive relationships with campers, parents and staff.
- Support social, emotional, spiritual, and physical development and provide positive guidance to all program participants.
- 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; knowing participant locations at all times, making participants aware of and enforcing appropriate safety regulations and procedures, applying appropriate behavior management techniques, and 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 _____