



## SUMMER CAMP JOB ANNOUNCEMENT/DESCRIPTION

**POSITION TITLE:** Assistant Camp Program Director  
**REPORTS TO:** Summer Program Director  
**DATE:** Summer 2012

**GENERAL FUNCTION:** The Assistant Camp Program Director is responsible for assisting the Summer Program Director with leading, planning, preparing, supervising, general program operations, including health lodge management, 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/Kayaking, Caveing, 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:** The Assistant Camp Program Director must be at least 21 years of age and have 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 **\$260-\$290/week for Assistant Program Director** for 12-13 weeks from May 29 – September 1, 2012 (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.

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

Kyle Beach, Summer Program Director or 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 [kbeach@spymca.org](mailto:kbeach@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 15<sup>th</sup>.

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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 Camp 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.

**Assistant Program Director** 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.** When assisting with Day Camp the workday is 8:00am-5:30pm, Monday–Friday and 4-6 one night overnights on scheduled Wednesdays or 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 are also held once a week at the end of the camp day on scheduled Wednesdays or Thursdays.

**2012 PROGRAM SCHEDULES INCLUDE:**

Resident Camp Staff		Adventure Trip Staff		Day Camp Staff	
May 29–June 9	<b>Staff Training – All ON</b>	May 29–June 9	<b>Staff Training – All ON</b>	May 29–June 9	<b>Staff Training – All ON</b>
June 7-9	<b>Staff Training</b> Day Camp	June 7-9	<b>Staff Training</b> Day Camp	June 7-9	<b>Staff Training</b> Ready-Set-Camp
June 10-15	LIT/CIT Training; Day Camp;	June 10-15	LIT/CIT Training; Day Camp;	June 11-15	Crazy Camp Crafts
June 18-22	*Day Support; Thurs ON	June 17-22	<b>Climbing/Caving Trip</b>	June 18-22	Pioneer Adventure w/ Thurs. ON; Horse Camp
June 24-30	<b>The Adventure - NQ</b>	June 24-30	Resident/Day Support	June 25-29	Camp Olympics
July 2-3, 5-6 <b>July 6-7</b>	*Day Support; <b>Weekend Kids Day/Night</b>	July 2-3, 5-6 <b>July 6-7</b>	*Day Support; <b>Weekend Kids Day/Night</b>	July 2-3, 5-6 <b>July 6-7</b>	*Campfire Cook Off; *Nock When Ready <b>Weekend Kids Day/Night</b>
July 8-13	<b>Beginning Adv's &amp; Campers for LIFE - NQ</b>	July 8-13	Resident/Day Support	July 9-13	Zombie Survival; Thurs. ON
July 16-20	*Day Support; Wed. ON; Thurs. Open House	July 15-20	<b>Backpacking Trip</b>	July 16-20	The BIG Catch; Wed. ON; Thurs. Open House
July 22-28	<b>Camp Wise Spirits for Girls</b>	July 22-28	Day Camp; Female on Res Camp	July 23-27	Artrageous All Female on Res Camp (22-28)
Jul 30-Aug 4	*Day Support; Thurs. ON Sat. Timbertop Training	Jul 29-Aug 4	<b>Sea Kayaking Trip;</b> Sat. Timbertop Training	Jul 30-Aug 3	Wet n' Wild w/ H2O Trip; Thurs. ON; Horse Camp
Aug 5-11	<b>Timbertop</b> Camp for Kids w/ LD	Aug 5-11	<b>Timbertop</b> Camp for Kids w/ LD	Aug 6-10	Wild, Wild West w/ HR; Theater Camp
Aug 12-18	<b>Splash &amp; Sport - NQ</b>	Aug 12-18	Resident/Day Support	Aug 13-17	Fun-Struction;
Aug 20-24 Aug 24-26	*Day Camp Support; Wed. ON; *Family Camp Weekend	Aug 20-24 Aug 26-28	Day Camp Support; Wed. ON; *Family Camp Weekend	Aug 20-24 Aug 26-28	Great Outdoors w/ Wed. ON; *Family Camp Weekend
Aug 27-Sept 1	*All ON - Day Camp Support; Wed. ON; Thurs. Open House <b>Camp Clean-up</b>	Aug 27-Sept 1	*All ON - Day Camp Support; Wed. ON; Thurs. Open House <b>Camp Clean-up</b>	Aug 27-Sept 1	All ON - Best of Best; Wed. ON; Thurs. Open House <b>Camp Clean-up</b>

*\*Indicates Possible Week Off (Depending on Requests and Need) ON = Wednesday or Thursday Day Camp Overnighter*

**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 \_\_\_\_\_