



SUMMER CAMP JOB ANNOUNCEMENT/DESCRIPTION

POSITION TITLE: Assistant Camp Program Director

REPORTS TO: Camp Program Director

DATE: Summer 2017

GENERAL FUNCTION: The Assistant Camp Program Director is responsible for assisting the Program Director with leading, planning, preparing, supervising, general program and tripping operations, assisting in health lodge management, maintenance support and as needed for camp counseling. Resident and Day Camp Counselor/Naturalists are the primary care providers and mentors for our campers. Counselors are responsible for individualized camper care, carrying out overall camp program operations, teaching traditional camp and environmental education activities, maintaining program equipment and general facility cleanliness.

YMCA Camp Glacier Hollow offers a variety of traditional Resident Overnight Camps, Day Camps and Adventure Trips for youth ages 7-17. We are dedicated to providing a safe, fun and small group environment, which develops the spirit, mind and body of each individual. Camp is a special place where youth and teens learn about the environment, develop positive values, make meaningful friendships, learn new skills and increase self-confidence. In our community of caring adults Y Camp Glacier Hollow helps kids grow and find themselves. Camp is nestled just 14 miles east of Stevens Point in beautiful Central Wisconsin on Lake Elaine. Camp serves up to 150 total campers per week and runs from May 23 – September 2, 2016.

QUALIFICATIONS: The Assistant Camp Program Director must be at least 21 years of age and has previous camp or related leadership experience and bachelor's degree or its equivalent. 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. Some online pre-camp training may be required.

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 14-15 weeks from May 22 – September 2, 2017 (depending on experience, qualifications and room and board). Room and 3 meals/day are provided during staff training, and for resident camp staff.

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

Tiffany Praeger, Camp 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 tpraeger@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 Camp 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.

Assistant Program Director is expected to live on camp during residential camps. Resident Camp lodging may be in non-heated cabins shared with campers and other staff. Resident Camp staff will be given scheduled time off and will support day camp programs during days/weeks of non-residential camps. Resident Camp Staff will typically get 1-2 hour scheduled breaks each day and additional off-site time weekly. There are 14-15 weeks of employment available.

When assisting with Day Camp the typical workday is 8:00am-5:00pm, Monday –Friday and 6-8 one night overnights on scheduled Wednesdays or Thursdays. Staff are also required to work a rotational pre and post camp (1-3 weeks dependent on need) from 6:30am-9:00am or 4:30pm-6:00pm. Staff meetings are also held once a week at the end of the camp day on most Tuesdays.

2017 PROGRAM SCHEDULES INCLUDE:

Resident Camp Staff		Adventure Trip Staff		Day Camp Staff	
May 30–June 9	Overnight Staff Training Day Camp (8 th & 9 th)	May 30–June 9	Overnight Staff Training Day Camp (8 th & 9 th)	May 30–June 9	Overnight Staff Training Camp 2.0 (8 th & 9 th)
June 12-16	LIT Training w/ Thurs. ON	June 11-16	Flambeau River Canoe Trip	June 12-16	Sportsa' Palooza w/ Wed. ON
June 18-23	CIT Training	June 18-23	Climbing/Caving Trip	June 19-23	Zombie-Pirate w/ Wed. ON
June 25-July 1	Campers for LIFE	June 25-July 1	Resident/Day Support	June 26-30	Carnival Adventure Horse Camp
July 3, 5-7	*Day Support; Thurs. ON	July 3, 5-7	*Day Support; Thurs. ON	July 3, 5-7	Party In The USA w/ Thurs. ON
July 9-15	Camp Wise Spirits for Girls	July 9-15	Day Support; Female on Res Camp	July 10-14	Wet N' Wild 1 All Females on Res Camp
July 16-21	Beginning Adv's; Thurs. ON & Day Support	July 16-21	Backpacking Trip	July 17-21	Hooked On Fishing w/ Thurs. ON
July 21-22	Weekend Kids Day/Night	July 21-22	Weekend Kids Day/Night	July 21-22	Weekend Kids Day/Night
July 23-29	The Adventure	July 23-29	The Adventure Resident/Day Support	July 24-28	Dinner and a Play Horse Camp
July 31-Aug 4 Aug 5	Day Support; Thurs. ON Saturday Timbertop Training	July 30-Aug 4 Aug 5	Sea Kayaking Trip; Saturday Timbertop Training	July 31-Aug 4	Wet N' Wild 2 w/ Thurs. ON
Aug 6-12	Timbertop Camp for Kids w/ LD	Aug 6-12	Resident/Day Support	Aug 7-11	Wild, Wild West w/ HR Camp SOAR
Aug 13-19	Splash & Sport	Aug 13-19	Resident/Day Support	Aug 14-18	Mythical Mysteries (Bigfoot) Camp SOAR
Aug 21-25 Aug 25-27	Day Camp Support; Wed. ON; *Family Camp Weekend	Aug 21-25 Aug 25-27	Day Camp Support; Wed. ON; *Family Camp Weekend	Aug 21-25	Outdoor ED-V... w/ Wed. ON Horse Camp
Aug 28-Sept 1 Sept 2	*Day Camp Support; Wed. ON; Wed. Open House Saturday Camp Clean-up	Aug 28-Sept 1 Sept 2	*Day Camp Support; Wed. ON; Wed. Open House Saturday Camp Clean-up	Aug 28-Sept 1 Sept 2	Camp Flashback w/ Wed. ON; Wed. Open House Saturday Camp Clean-up

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

ON = Wednesday or 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 camping programs.
- Maintain a commitment to professionalism, quality programming and clean facilities.
- Ensure the safety and wellbeing 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 _____