JOB DESCRIPTION
Program Coordinator

Purpose: To organize, plan and run all regular camp programming

Accountable to: The Camp Director

Essential Duties and Responsibilities:

1. Ensure campers safety is at all times the top priority
   1.1. Run program sign ups
   1.2. Have a clear understanding of all programs offered at Camp Fuller
   1.3. Keep all camper schedules organized
   1.4. Keep all program attendance sheets organized
   1.5. Assign staff to program areas weekly due the Thursday before each week
   1.6. Be prepared to jump in to a program area in an emergency
   1.7. Facilitate training on lesson planning
   1.8 Hold program heads accountable for weekly lesson plans
   1.9 Be open to working with any age group of campers
   1.10 Make adjustments to schedules due to low enrollment

2.0 Staff

2.1 Always refer to all other employees of Camp Fuller by their preferred name and pronouns
2.2 Be open and willing to collaborate with all staff members
2.3 Adhere to all YMCA Camp Fuller Policies and procedures
2.4 Hold other staff members accountable for following YMCA Camp Fuller policies and procedures
2.5 As an English first speaking camp we will make all efforts to communicate in English at all times to Campers and Staff

2.6 Communicate any schedule changes to all staff and be able to adjust the schedule as needed
2.7 Train and Develop staff in their program areas.
2.8 Address any issues with staff in a professional and private manner. Follow up with Assistant Camp Dir.

Facilities

3.0 Inspect all program areas during staff training report any safety concerns to the Camp Director
3.1 Start a living list of all program supplies
3.2 Assist with setting up each program area for the season
3.3 Perform weekly walk around's to each program area ensuring each area is safe, clean, and fun.

3.4 Be able to perform general Maintenance on program areas

3.5 Monitor weather and make judgment calls based on the safety of our campers to cancel activities based on weather

General

4. Maintain good public relations with parents, and community partners

5. Understand that you represent the YMCA and maintain a positive disposition, demeanor and attire. Staff shirts must be worn on Saturdays and Sundays. Name tags must be worn at all times.

7. Report accidents and injuries immediately. Adhere to all first aid/rescue procedures.

8. Report maintenance or safety issues to the Camp Director

10. Treat all children and adults with dignity and respect. Recognize their individuality and diversity.

11. Demonstrate and teach the Y values of caring, respect, responsibility and honesty. Set a good example for campers.

12. Other Duties as assigned including but not limited to late night On Duty shifts

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Two years of college experience

Experience working in youth sports

Experience working with large groups

2 years management experience

REASONING ABILITY

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions given in written, oral, diagram, or schedule form.

HUMAN RELATIONS SKILLS

Human relations skills are very important. We are not only working together but living together for several months. Communication and respect is utmost important to create a respectful work environment. You must be able to communicate with peers, campers and occasionally parents.

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.

While performing the duties of this job, the employee is regularly required to stand; walk; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The noise level in the work environment is usually very loud. The position has exposure to Bloodborne Pathogens and the incumbent should be educated and prepared on same.

I have read the above job description, and I understand what is expected of me as a Program Coordinator.