



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

McGaw YMCA In Evanston Camp Echo Job Description

TITLE: Day Camp Director / Child Care Coordinator
REPORTS TO: Program Manager
SUPERVISES: Day Camp / Child Care Assistant Counselors

SPECIFIC DUTIES

Day Camp Duties (Tuesdays & Thursdays)

- Meets the Day Campers at FCE, or picks up the Day Campers in Fremont in the Camp Van at 8:00 am.
- Collects forms (Health Forms go to the Health Officer) and takes attendance.
- Stores lunches in the Kitchen (refrigerator) and medications in the Clinic.
- Oversees the Day Camp Program (morning activities, lunch, beach time from 1-2, quiet time from 2-3, afternoon activities).
- Observes staff members who work in Day Camp, providing coaching, encouragement, and necessary correction.
- Travels with the Day Campers back to FCE or transports the Day Campers back to Fremont in the Camp Van by 5:00 pm.

Day Camp Duties beyond the daily operation of the Day Camp

- Serves as the liaison to the Fremont School Contact Person.
- Calls or communicates with the parents of each Day Camper at least once during the summer.
- Plans the Day Camp program for the upcoming weeks.
- Clears the use of any Main Camp activity areas with the Area Heads and the Program Manager.

Child Care Coordinator Duties (Mondays, Wednesdays, Fridays, Saturdays or Sundays)

- Responsible for the design of the Child Care Program for children age 6-7 (entering 1st grade) or under.
- Operates under the ultimate supervision of the parent(s) of the children, who will be on camp property.
- Plans a weekly schedule of activities for the participants that covers the following hours daily:
 - from the start of breakfast through the end of third Campitivity
 - from the end of Saska to the start of dinner
 - occasional evening hours, as needed, depending on the job demands placed upon the parent(s)
- Designs a program that:
 - is safe and fun for the children involved;
 - has enough variety to maintain the interest of the children involved;
 - has the approval of the parent(s); and
 - includes alternatives for rainy days and times when specific areas of camp may be full or closed.
- Designs a program that includes, but is not limited to:
 - outdoor active time with sports or games;
 - beach time and water activities;
 - use of Camp Echo program areas as appropriate; and
 - indoor quiet time with games or activities.
- Recognizes that Child Care activities should not interfere with, or detract from, the experience of paying campers.
- Observes staff members who work in Child Care, providing coaching, encouragement, and necessary correction.

ADDITIONAL DUTIES

- Maintains the cleanliness of the living space and office space to which he or she is assigned.
- Reports maintenance needs to the Property Manager.
- Models, teaches, and upholds the Camp Echo Code of Conduct and protects the well-being of all campers.
- Maintains positive relationships with campers, parents and other staff.
- Encourages physical, emotional and spiritual growth and positive character development in all campers.
- Works to increase his or her own cultural competence and helps to create an environment that values diversity.
- Handles whatever else is necessary to ensure that Day Camp and Child Care runs smoothly and safely.

QUALIFICATIONS

- Minimum age 21; college graduate preferred
- Certified in CPR and First Aid if possible
- Previous experience in a leadership role at Camp Echo or an equivalent setting with young children
- Possess a variety of skills and camping experience
- A commitment to working with a diverse staff and camper population for the fulfillment of YMCA goals