



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## McGaw YMCA In Evanston Camp Echo Job Description

**TITLE:** Program Area Head\*  
**REPORTS TO:** Main Camp Director  
**SUPERVISES:** Staff Working in the Area

### SPECIFIC DUTIES

- If possible, works with the Program Manager in the spring to order necessary supplies for the program area.
- Works with the Program Manager during the summer to order necessary supplies for the program area.
- Maintains written records on the training of staff members who work in the area.
- Observes staff members who work in the area, providing coaching, encouragement, and necessary correction.
- Maintains written records of regular observation of staff members who work in the area.
- Keeps the physical program area neat and clean.
- Reports maintenance needs to the Property Manager.
- Develops and implements lesson plans for the program area.
- Develops a rainy day contingency plan for the program area.
- Cares for and maintains equipment, supplies and property of camp
- Keeps accurate records of camper achievement that can be used in subsequent years
- Updates the Program Area Notebook and submits inventory and list of needs at season's end.

### DURING SESSIONS WHEN NOT IN A CAMPER CABIN

- Takes on additional responsibilities as outlined in the Leadership Staff job description.
- When not working Cabin Group time in their area or another area, invests extra time and effort into their own area.
- When not involved in Evening Program, invests extra time and effort into their own area.

### ADDITIONAL DUTIES

- Maintains the cleanliness of the living space to which he or she is assigned.
- Models, teaches, and upholds the Camp Echo Code of Conduct and protects the well-being of all campers.
- Aids in the development and education of LITs and CITs
- 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
- Prepared to do anything else deemed necessary by the Camp Director.

### QUALIFICATIONS

- Age 20 or older ... Age 21 or older preferred
- Valid drivers license and clean driving record if 21 or older
- Certified in CPR, First Aid (and Lifeguard for waterfront program areas)
- Additional program area-specific certification as appropriate
- Leadership ability and teamwork oriented
- 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

\* Areas =

Arts & Crafts  
Biking  
Sailing  
Water Skiing