



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

McGaw YMCA In Evanston Camp Echo Job Description

TITLE: Program Coordinator
REPORTS TO: Main Camp Director
SUPERVISES: None

SPECIFIC DUTIES

- Serves as a member of the Leadership Staff (along with Program Area Heads not living in camper cabins.)
- Responsible for Overnights, Evening Programs, Olympics, Morning Reflections, and Special Interest Groups.
- Develops overnight cookout and snack menu options and works with the Head Cook to order appropriate food.
- Signs up the Main Camp cabins for appropriate overnights and distributes the site, meal, and equipment choice forms.
- Alerts the Camp Director, Head Cook, and Health Officer of any changes to the "Cabins/Meals Out" list -- A.S.A.P.
- Works with the Dining Hall Steward to pack out the food for Pathfinder/Main Camp overnights and Olympic packouts.
- Checks out, and back in, the gear for Pathfinder/Main Camp/Voyager overnights. Ensures that gear is clean and/or dry.
- Together with Program Area Heads, leads overnights, or checks on groups that are out on their overnights.
- Ensures that there is a system in place for verifying that the overnight sites are clean and well-maintained.
- Facilitates the sign-up for leadership of Evening Programs prior to each session.
- Ensures that the themes of all programs are appropriate.
- Verifies that the activities that campers will participate in for each program are appropriate.
- Checks in with the leadership of each program three days before to be sure plans are moving along.
- Checks in with the leadership of each program two days before to be sure Town Run items are ordered.
- Ensures that the leadership of each program has arranged for, and completed, the clean-up process.
- Works with the Main Camp Director to designate Olympic leadership prior to each session.
- Implements a method that allows all staff members to share in Morning Reflection duties, and sees that they are covered.
- Encourages staff members to offer interesting Special Interest Groups, and oversees the program when it occurs.
- Ensures that the Olympic, Evening Program, Morning Reflections, and SIG Notebooks are updated after each program.
- Provides feedback to the leadership of each program.
- Works one or more Camptivities, as time permits.
- Staffs a Program Area during Cabin Group, depending on what's needed on a given day.
- Works Fun Swim and/or Twilight Fun, as time permits.
- Observes staff members who work in Main Camp, providing coaching, encouragement, and necessary correction.
- Maintains cleanliness of the staff lounge.

ADDITIONAL DUTIES

- Maintains the cleanliness of the living space and office space to which he or she is assigned.
- Reports maintenance needs, including overnight site 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
- Prepared to do anything else deemed necessary by the Camp Director.

QUALIFICATIONS

- Minimum age 21; college graduate preferred
- Previous experience in a leadership role at Camp Echo or an equivalent camp
- Demonstrated creative ability to devise and implement summer camp programs
- Proven leadership ability with organizational skills and a talent for developing and leading a staff team
- Certified in CPR and First Aid; Lifeguard preferred.
- 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