



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## McGaw YMCA In Evanston Camp Echo Job Description

**TITLE:** Program Manager  
**REPORTS TO:** Camp Director  
**SUPERVISES:** Main Camp, Day Camp, Family Camp, and Layover Directors, Teen Adventure Director, On-Site Teen Director, Wrangler, Outdoor Education Director, and Head Counselors

### SPECIFIC DUTIES

- Attends daily 8 am breakfast meeting with the Camp Director, Facilities Director, and Property / Ops Manager.
- Oversees Main Camp, Teen Camp, Day Camp/Child Care, Family Camp, Equestrian, OED, and Layover.
- Serves as the "point person" for camper behavior, from SCs through Main Camp Director up to Camp Director.
- Serves as the "point person" for disciplinary/misbehavior parent phone calls (to or from camp).
- Prepares, each session, with the Main Camp Director, a schedule of overnights, nights out, subs, and night duty.
- Helps ensure that changes get posted to the "cabins out" chart in the Kitchen and Clinic as quickly as possible.
- Monitors the storage and use of all the various important keys; Kybo keys are kept in the Staff Lounge.
- Ensures the cleanliness of the Staff Lounge by creating and monitoring a schedule of staff responsible for it.
- Maintains the files of previously ordered program equipment for each area, and catalogs for program supplies.
- Serves as the point person for getting Camptivity, Olympic, and Evening Program supplies on the Town Run list.
- Serves as the point person for ordering program area supplies and equipment during the summer.
- Deals with the Pop Machine orders, delivery, pickup, coin collecting, and coin rolling for deposit.
- Deals with visitors to camp and oversees the dropoff and pickup/checkout of campers by car.
- Plans layover; arranges for staffing of layover; alerts the Operations Manager of bus, van, or cash/check/CC needs.
- Regularly observes staff members at camp, providing coaching, encouragement, and necessary correction. **(ACA HR-20)**
- Trains late-hired, replacement, and other personnel not present for all or part of pre-camp training. **(ACA HR-12)**
- Oversees the distribution and collection of parent letters to appropriate staff members each session.
- Oversees the distribution and collection of written evaluations for all staff members each session.
- Monitors the progress of the "Program Notebooks" and collects them at the end of the season.

### ADDITIONAL DUTIES

- Assists the Camp Director with overall behavior management of campers and staff.
- Maintains the cleanliness of the living space and office space to which he or she is assigned.
- Shares responsibility for central night duty.
- 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
- Cares for and maintains equipment, supplies and property of camp
- 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 25 or older; college graduate preferred
- Previous experience in a leadership role at Camp Echo or an equivalent camp
- Highly organized
- Certified in CPR and First Aid
- 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