



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## McGaw YMCA In Evanston Camp Echo Job Description

**TITLE:** Teen Camp Director  
**REPORTS TO:** Program Manager  
**SUPERVISES:** Teen Program Staff, Exp Learning Coord, Teen Adv Coord

### SPECIFIC DUTIES

- Works with the Program Manager to schedule the annual high ropes inspection and the annual high ropes training.
- Maintains connections with other agencies working with teens and arranges for appropriate Echo collaborations.
- Takes a major role in fostering appropriate behavior among Teen campers, dealing with inappropriate behavior swiftly.
- Takes a major role in fostering appropriate behavior among staff members, and issues Performance Warnings as needed.
- Works with the Program Manager and Teen Adventure Coordinator to implement ACA and appropriate AEE standards.
- Directly oversees the Explorers, Voyagers, Rangers, Teen xTreme, LIT, and CIT programs.
- Works with the Ranch Camp Instructor on any aspects of the Ranchers program that impact Explorers and Voyagers.
- Oversees all teen group service projects, including on-camp and the Voyager group's off-camp service field trips.
- Works with the teen program directors to ensure that their evening programs are planned and implemented daily
- Through the Teen Adventure Coordinator, oversees the Adventure Trip program.
- Works with the Program Manager and Teen Adventure Coordinator to assign staff to teen programs and adventure trips.
- Coordinates and delegates the pickup and return of the leased 15-passenger vans throughout the summer.
- Reads the "Personal History Forms" for all teen campers and assists teen program staff with special needs as needed.
- Works with the Main Camp Director and Program Manager to schedule teen groups for main camp activity areas.
- Performs regular inspections of the living quarters for teen programs and encourages cleanliness and organization.
- Drives, or identifies other approved drivers for, TYC, Voyager, Explorer, and Rancher groups who don't drive themselves.
- Works with the Teen Program directors to maintain and update their Program Notebooks during the summer.
- Handles check-out and check-in of cash, credit cards, and vans for LIT/CIT/TxT trips. Reconciles their expense records.
- Attends the daily 9:30 am meeting with the Head Counselor, Program Manager, and Camp and Main Camp Directors.
- Ensures that teen program directors submit participant evaluations and parent letters as appropriate.
- Observes staff members who work in teen programs, providing coaching, encouragement, and necessary correction.
- Orchestrates appropriate in-service (skill, behavior, group dynamics) training for Teen Camp staff during the camp season.
- Completes a written evaluation for each person he or she supervises by the end of September.

### ADDITIONAL DUTIES

- Maintains the cleanliness of the living space and office space to which he or she is assigned.
- Assists with interviewing and hiring Teen Camp staff members as time permits.
- Works with the Program Manager and other camp leaders to plan and implement Teen and Main Camp Staff Training.
- Reports maintenance needs to the Property Manager.
- Shares responsibility for central night duty, supervision of AC nights out, and subbing for SCs on nights out.
- Assists the Experiential Learning Coordinator with high ropes facilitation as needed and as available.
- 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 Teen Camp runs smoothly and safely.
- 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
- Previous experience with teens in a school or camp setting
- 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