



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF LANSING JOB POSTING

Camp Program Coordinator

General Function: Under the direction of the Senior Program Director, the Program Coordinator is responsible for day to day operations and management of the Outdoor Education and Conferences and Retreats department (7600) in keeping with the Y's policies. Position is Seasonal Exempt.

The responsibility of this position includes creating and implementing new and innovative programming and outstanding customer service to guests using Mystic Lake YMCA Camp facilities. Responsibilities include recruitment and retention of rental groups, hiring, training and supervision of outdoor education instructors, conference and retreat staff and assisting with supervision of summer camp counselors and support staff. Develop and implement school programs, conference and retreat programming and summer camp programs that focus on youth development, healthy living and social responsibility.

Job Requirements:

- Bachelor degree from accredited university in the field of camping, recreation, outdoor education, education or related field, with 3-5 years related experience.
- Desire to work with children and peers
- Ability to lead and supervise participants
- Strong interpersonal skills
- Ability to accept supervision and guidance as well as constructive feedback
- Ability to lead, teach and supervise children in group activities, recreational activities, and follow assigned curriculum
- Experience in supervising children and working with a team
- Must complete all required YMCA trainings in the expected timeframe
- Must live at camp located in Lake, Michigan

Position Responsibilities:

1. Assist Senior Program Director with hiring, training and supervision of staff for outdoor education and rental group programs.
2. Develop and implement new curriculum and programs.
3. Under guidance of Senior Program Director, supervise rental programs including marketing, recruitment, retention, fiscal management, safety/risk, staffing and program development and delivery.
4. Serve as a member of the Summer Camp Leadership Team
5. Maintain inventory of program equipment and replace when needed.
6. Serve as host and onsite contact for groups using camp and as needed during summer camp.
7. Maintain a clean camp before, during and after group visits.
8. Assist office staff with accounts receivable for all rental groups.
9. Maintain accurate inventory, records and files.
10. Assist with meeting accreditation and licensing standards by the American Camp Association and State Licensing.
11. Support Senior Program Director with camp store operations.
12. Achieve certification specific to program department to include Lifeguarding, ACCT High and Low Ropes Instructor, FA/CPR and additional YMCA of Lansing required trainings.
13. Assist with the delivery of USDA approved food reimbursement programs.
14. Assist with Branch Philanthropic Campaign serving as member of staff team for Annual Campaign.
15. Assist with annual accreditation with the American Camp Association and State of Michigan Camp Licensing.
16. Onsite housing provided and required.
17. Perform other duties as assigned.

Disclaimers:

- Must complete successful background screening and drug test for YMCA and all other off-site screenings for partnering organizations.
- This job description may not be all-inclusive and employee is expected to perform all other duties as assigned by direct management.
- Job descriptions and duties may be modified when deemed appropriate by management.

Salary: \$400-\$500 weekly and onsite housing is provided

Include: Cover letter, resume, three references.