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FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY



YMCA of Lansing Association Job Description

### **Mystic Lake YMCA Camp**

**9505 Ludington Dr, Lake, MI, 48632**

517-827-9650

## **AGE GROUP DIRECTOR**

At Mystic Lake YMCA Camp, our goals are to teach youth social responsibility through environmental stewardship, community living, and working with one another in a group setting that builds friendships. Youth develop and learn new skills to improve their sense of self-worth and confidence in an accepting environment where all are welcome.

### **GENERAL FUNCTION**

Village Directors are responsible for providing excellent service and engagement to all families, guests, and program participants in person and on the phone while ensuring the purpose, mission, and values of the YMCA are being met. Village Directors will engage and build relationships with camp families while being responsible for administration, operations, and management of the summer camp programs. The successful candidate will be a key member of the Mystic Lake YMCA Camp Leadership Team.

### **JOB REQUIREMENTS**

- Minimum 21 years old and High School Diploma or GED
- Must be able to rapidly handle multiple tasks
- Ability to respond to safety and emergency situations
- Strong Organizational and Communication Skills
- Complete all required YMCA trainings when needed
- Experience with Microsoft Word, Excel, Adobe, PowerPoint, Publisher, virtual meeting platforms, and database management
- Other desired skills include but are not limited to the operation of various office and multi-media equipment, including video editing, photography, and social media
- Onsite housing is required and provided by Mystic Lake YMCA Camp

### **POSITION RESPONSIBILITIES**

1. Cooperatively work with Camp Leadership Team to plan, implement and evaluate camp programs
2. Lead role in training, supervision, and ongoing evaluation of approximately 35 program staff
3. Assure programs meet accreditation and licensing standards by the American Camp Association (ACA) and Michigan State Licensing
4. Provide program activity leadership or serve as Cabin Counselor if needed



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5. Maintain clean and organized facilities and program activity areas
6. Actively participates in maintaining all necessary certifications and obtaining association-required YMCA trainings
7. Assist Executive Director with Camp Store Operation
8. Corresponds with partner agencies and user groups to develop and implement program outcomes
9. Assist with special events and annual campaign
10. Assist with registration for all camp programs
11. Assist with document management: obtains and compiles information; maintains files in an orderly fashion; Communicate through emails and mail regularly; assigns cabins to program staff, ensures confidentiality
12. Collaboratively work with Metro Marketing Director to provide marketing support, including summer camp photo program, social media, and parent/staff communication
13. Performs other functions as assigned by supervisor

### **MEASUREMENT OF PERFORMANCE**

1. Support program team to foster relationships with campers, give them opportunities to try new skills and create a sense of belonging here at Mystic Lake.
2. Clearly communicate with parents about their camper and provide follow up when necessary
3. Camp evaluations will show a positive return

### **DISCLAIMERS**

- Must successfully complete background screening for YMCA
- This job description may not be all-inclusive, and the 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/HOURS/BENEFITS**

This is a seasonal position, and the applicant must be available Sunday - Friday, June 11 - August 19, 2023. \$350-\$400/week depending upon experience, plus incumbent will receive meals while campers/groups are utilizing the facilities. Onsite housing is required when summer camp is in session.

Include: YMCA of Lansing Application ([lansingymca.org/jobs](http://lansingymca.org/jobs)), with 3 non-family references and 1 family reference.

Contact: Amiee Woodrow, Senior Program Director, [awoodrow@lansingymca.org](mailto:awoodrow@lansingymca.org), 517-827-9650