



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA OF LANSING

### Day Camp Site Lead (Coordinator)

**General Function:** Lead role in the day-to-day administration/operation of the camp location. Nurture, interact, support and create a safe and inclusive environment in which staff & campers have a fun-filled, exciting camp experience.

**Duties and Responsibilities:**

1. Supervision of camp staff managing a group of campers Monday-Friday, supervising all aspects of the camp day.
2. Must have experience working with youth in a group setting and creating and implementing lesson plans.
3. Must possess the skills necessary to provide the planning and implementation of safe, appropriate, and fun activities.
4. Takes the lead role in the day-to-day administration of the camp location (i.e., weekly roster grouping, exhibits professionalism when working parents, youth and other Y staff, staff scheduling/leadership, manage overtime, etc.)
5. Assist with interviewing and hiring as needed.
6. pre-camp training and onboarding of staff.
7. Being a positive role model for all campers and staff.
8. Maintaining cleanliness of camp and program areas.
9. Insure proper camper to counselor ratios. Continuously monitor children within their group and provide constructive and positive reinforcement when necessary. Follow the proper discipline protocol when necessary.
10. Maintain a positive attitude and act in a professional manner when interacting with members, program participants and other staff at all times.
11. Report member and guest comments, suggestions, complaints, concerns, and problems to supervisor in a timely manner.
12. Other duties as assigned.

**Salary/Hours:** Seasonal work schedule beginning no later than the last week of May 2023 – August 18, 2023. Pay Range \$15-\$17 depending on experience. Expectation of 40 hours/week.

**Job Requirements:**

- High school diploma or equivalent is required. Must be at least 18 years of age.
- Prefer at least 2-year experience in working with children and understanding of day-to-day administration of an active camp.
- Must demonstrate creativity, enthusiasm, and dedication.
- Must have experience working with youth in a group setting and creating and implementing lesson plans.
- Must possess the skills necessary to provide safe, appropriate, and fun activities.
- Takes the lead role in the day-to-day administration of the camp location (i.e. weekly roster grouping, exhibits professionalism when working parents, youth and other Y staff, staff scheduling/leadership, etc.)
- Must be CPR and First Aid certified prior to the beginning of camp\*
- Strong interpersonal skills
- Ability to accept supervision and guidance as well as constructive feedback.
- Outgoing, friendly, and enthusiastic personality
- Ability to respond to safety and emergency situations.
- Must be CPR and First Aid certified prior to the beginning of camp (the Y will pay for this training)
- Must complete all required YMCA trainings in the expected timeframe.

**Benefits:**

- Free YMCA Adult Membership
- 25% discount on program fees for themselves up to \$300 per year
- 12% retirement contribution upon eligibility
- Paid medical leave based on status and hours worked
- Ability to earn professional development hours.
- Paid YMCA risk required trainings.

**Physical Demands**

While performing the duties of this job, the employee is often required to: bend, stoop, kneel, twist, reach with hands, sit, stand for an extended period of time, lift and/or move up to 40 pounds, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity.



**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.

**Include:** Resume and three references OR online applications can be submitted at <https://www.lansingymca.org/jobs>

**Contact:**