



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF LANSING

Mystic Lake Camp Program Director

Under the supervision of the Executive Director, the Program Director is responsible for the supervision and management of all camp programming, outdoor education, camp registration, staff hiring and supervision. Supervisory responsibilities include budget oversight and business development, staff management, program development and delivery as well as safety/risk management. The Program Director serves as branch supervisor in the absence of the Executive Director.

Duties and Responsibilities:

1. Provide leadership and supervision to program staff achieving successful growth of non-summer programs and Outdoor Education and Retreats/Conferences.
2. Annual growth and achieving targeted budget and enrollment figures.
3. Develop and implement new curriculum and program options for summer camp and year round programming.
4. Assist in supervising all aspects of the summer camp program including marketing, fiscal management, safety/risk, staffing and program development and delivery.
5. Maintain inventory of program equipment.
6. Serve as onsite contact for summer camp and when needed for non-summer programs.
7. Maintain a clean camp before, during and after group visits.
8. Assist Executive Director and Food Service Manager in delivery of USDA approved food reimbursement programs.
9. Assist with the supervision of all aspects of camp store.
10. Assists with Branch Philanthropic Campaign serving as Team Captain for staff portion of Annual Campaign and assist with grant writing.
11. Work with Administrative Assistant to ensure timely payment from user groups and summer camp participant families.
12. Maintain accurate inventory, records, and files.
13. Assist Executive Director with annual accreditation with the American Camp Association and State of Michigan Camp Licensing.
14. Perform other duties assigned by the Executive Director.

Salary: \$45,000-\$57,000 based on experience.

Benefits:

- Free YMCA Adult or Family Membership
- Medical/Dental/Vision/Life insurance eligibility
- 50% discount on program fees for themselves or eligible family members up to \$500 per year
- 14% retirement contribution upon eligibility
- Paid Time Off
- Potential Housing Option

Job Requirements:

1. Bachelor degree from accredited university in the field of camping, recreation, outdoor education, education or related field, with 3-5 years related experience.
2. Ability to lead and supervise participants.
3. Strong interpersonal skills.
4. Ability to accept supervision and guidance as well as constructive feedback.
5. Ability to lead, teach and supervise children in group activities, recreational activities, and follow assigned curriculum.
6. Experience in supervising children and working with a team

7. Required YMCA trainings:
 - a. CPR/AED, First Aid – required within 30 days of employment
 - b. Child Sexual Abuse – required within 30 days of employment
 - c. Sexual Harassment – required within 30 days of employment
 - d. Slips, Trips and Falls – required within 30 days of employment
 - e. Blood Borne Pathogen – required within 10 days of employment
8. Ability to respond to safety and emergency situations.

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. Be able to actively participate in activities with the children when required.

Disclaimers:

- Must complete successful background screening 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 and may be modified when deemed appropriate by management.

Include: Resume, cover letter, and three references **Resumes Until:** December 8, 2023

Contact: Toddd Fisher, Chief Operating Officer, tfisher@lansingymca.org