



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF LANSING

Mystic Lake Camp Executive Director

Under the supervision of the Chief Operations Officer, the Associate Executive Director, is responsible for the leadership and management of Mystic Lake Camp. This includes ensuring all departments are staffed, operate in proper ratio, and supervising all leadership staff. Supervisory responsibilities include budget creation and implementation, business development, staff management, program development and ensuring all programs are delivered at the highest quality and under the safest conditions.

Duties and Responsibilities:

1. Provide leadership and supervision to Program Coordinator achieving successful growth of all programs.
2. Work with COO to create annual budget.
3. Responsible for maintaining revenue and expenses in accordance to the approved budget.
4. Ensure new curriculum and program options for summer camp and year round programming are being created and implemented.
5. Oversee kitchen staff ensuring proper protocols are being used, food budget is enforced, menu planning is done in advance and overall cleanliness, inventory and inspections are done.
6. Ensure a clean camp before, during and after group visits.
7. Oversee Food Service Manager in delivery of USDA approved food reimbursement programs.
8. Oversee facilities teams and ensure a maintenance plan is in place for long and short term projects along with ensuring day to day cleaning, repairs, and maintenance is executed.
9. Serve on the Association RISK committee and ensure all RISK related procedures are executed.
10. Lead Branch Philanthropic Campaign by leading the annual campaign and assisting in grant writing, and grant reporting.
11. Ensure all AR's are collected.
12. Lead Mystic Advisory Board by recruiting new volunteers, engaging with current volunteers, running monthly board meetings.
13. Maintain accurate inventory, records, and files in compliance with camp regulations.
14. Lead annual accreditation with the American Camp Association and State of Michigan Camp Licensing.
15. Perform other duties assigned by the Chief Operations Officer.

Salary: \$65,000-\$80,000 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. Experience in supervising children and working with a team
3. Ability to lead and supervise participants
4. Strong interpersonal skills
5. Ability to accept supervision and guidance as well as constructive feedback

6. Ability to lead, teach and supervise children in group activities, recreational activities, and follow assigned curriculum
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