



## YMCA OF LANSING JOB POSTING

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### Day Camp Program Director - PaWaPi

**General Function:** The YMCA is looking to hire a knowledgeable and dependable **Camp Director** for the Summer 2026 Camp Season at our Camp PaWaPi location. Are you looking for a position where you'll use your leadership experience, your knowledge of camp programming, and your understanding of childcare best practices?

As part of the Y's camp program, the Camp Director is responsible for managing all aspects of the school-age day-camp program, supervising camp counselors and staff, and ensuring the safety of campers in all camp-related activities. We are looking for someone who is comfortable engaging with children and their families. The Camp Director is someone who can be relied upon to coordinate and supervise staff and be familiar with behavior management practices for children aged 5 to 12.

#### **Duties and Responsibilities:**

- In conjunction with the other camp director, supervise camp staff as they manage groups of campers Monday-Friday.
- Must assist with preparing grounds for camp and closing camp at the end of the season.
- Must have experience working with young people in a group setting and creating and implementing lesson plans.
- Must possess the skills necessary to provide the planning and implementation of 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, managing overtime, etc.)
- Coordinate with executive leadership staff any needs for the program.
- Ensure all supplies are purchased for each camp session prior to the start of that week
- Lead pre-camp training and assist with the onboarding of staff.
- Being a positive role model for all campers and staff.
- Plan age-appropriate physical activities that promote healthy living, skill development, and active engagement for all campers.
- Maintain an active, visible presence throughout the camp day by working directly with campers and staff in program areas; this position is primarily hands-on and not office-based.
- Ensure cleanliness of camp and program areas by site leads and counselors.
- Do daily walk through the camp property to inspect grounds to ensure property and equipment is well kept. Communicate with supervisor and/or purchases replacement items when needed.
- Ensure AED is properly stored and inspected daily while also making sure first aid supplies are always fully stocked.
- Responsible for reporting risk situations and providing leadership and follow-through with families on any incidents that occur.
- 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.
- Maintain a positive attitude and act in a professional manner when interacting with members, program participants and other staff always.
- Understand and follow all Michigan camp licensing rules and procedures for school-age programs.
- Work collaboratively with the Day camp Associate Executive throughout the summer to ensure camp programming is safe and engaging.
- Report member and guest comments, suggestions, complaints, concerns, and problems to supervisor in a timely manner.
- Other duties as assigned.

**Salary & Hours:** \$18-\$20 per/hour; 40hrs per week Monday-Friday beginning April through August

#### **Benefits:**

- Free YMCA Adult Membership
- 25% discount on program fees for themselves or eligible family members up to \$300 per year
- 15% retirement contribution upon eligibility
- Paid sick time based on status and hours worked
- Paid YMCA risk required trainings

#### **Job Requirements:**

- High school diploma or equivalent is required. Must be at least 18 years of age.
- Prefer at least 2 to 3 years experience in camp, recreation, or education.

- 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)
- Completion of YMCA trainings within a required time frame.

**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.
- 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.

**Apply in person at any YMCA of Lansing location or on-line @ [lansingymca.org](http://lansingymca.org)**