



YMCA OF LANSING

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Day Camp Site Lead - SEASONAL

General Function: Assistant 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 and campers have a fun-filled, exciting camp experience. Position active from May through August.

Duties and Responsibilities:

1. Daily supervision of camp counselors and their management of campers Monday-Friday
2. Manage day to day communication with parents excluding disciplinary actions and management of accounts
3. Responsible for opening and closing the camp
4. Handle camp's social media accounts including picture taking and announcements when needed
5. Monitor all runners throughout the day
6. Act as a back-up for counselors
7. Take the assisted lead role in waterfront safety – canoe safety and lifeguard certified
8. Oversee and maintain cleanliness of camp and program areas daily
9. Assist in leading pre-camp training and onboarding of staff
10. Maintain a positive attitude at all times and act in a professional manner when interacting with members, program participants, and other staff.
11. Understand and follow all Michigan camp licensing rules and procedures for school-age programs.
12. Being a positive role model for all campers and staff
13. Report member and guest comments, suggestions, complaints, concerns, and problems to supervisor in a timely manner
14. Help Camp Directors plan age-appropriate physical activities that promote healthy living, skill development, and active engagement for all campers.
15. 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.
16. Work collaboratively with all directors and the Day Camp Associate Executive throughout the summer to ensure camp programming is safe and engaging.
17. Other duties as assigned

Salary & Hours: \$15-\$17 per/hour; 40hrs per week Monday-Friday beginning June through August

Benefits:

- Free YMCA Adult Membership
- 25% discount on program fees for themselves or eligible family members up to \$300 per year
- 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 experience in working with children and 2 years camp experience.
- Must demonstrate creativity, enthusiasm, and dedication.
- Can possess the skill necessary to provide safe, appropriate, and fun activities
- Be lifeguard certified as well as complete a canoe safety certification
- Must have experience working with youth in a group setting and creating and implementing lesson plans.
- Strong interpersonal skills
- Outgoing, friendly, and enthusiastic personality
- Ability to accept supervision and guidance as well as constructive feedback.
- 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 30 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 online @ lansingymca.org/jobs