



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## MCGAW YMCA IN EVANSTON CAMP ECHO JOB DESCRIPTION

### IDENTIFICATION:

**Job Title:** Family Camp Coordinator (Camp Echo Summer Camps)

**Department:** (80) Camp Echo

**Classification:** Exempt (salaried)

**Full or Part-time:** PT/Seasonal

**Reports to:** On-Site Program Coordinator, Camp Echo

**Revision Date:** 10/18/2018

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### SPECIFIC DUTIES:

- Supports On-Site Program Coordinator in pre-Family Camp preparations, including creating the schedule, assigning staff liaisons, compiling family folders, and posting information as assigned
- Supervises and takes a major role in fostering appropriate behavior among Family Camp staff members, providing coaching, encouragement and necessary correction as needed
- Works with On-Site Program Coordinator to enforce staff discipline policies
- Plans and conducts Family Camp staff training/meeting prior to each Family Camp session
- Schedules staff as appropriate to the various activity areas
- Serves as the point person for all communication to and from families while they are at camp
- Manages daily and evening programs
- Schedules staff for daily and weekly time off as appropriate
- Rings the bell, or delegates same
- Manages or delegates the start of meals, including family entry and Grace
- Manages or delegates all the announcements and frivolity that occurs after meals

### ADDITIONAL DUTIES:

- Maintains the cleanliness of the living space and office space to which he or she is assigned.
- Reports maintenance needs to the Property Manager.
- Models, teaches, and upholds the Camp Echo Code of Conduct and protects the well-being of all campers.
- Shares responsibility for CLOD (Cause-Driven Leaders on Duty).
- Attends vehicle safety sessions with the Operations Director prior to driving any camp vehicle.
- Maintains positive relationships with campers, parents and other staff.
- Encourages physical, emotional and spiritual growth and positive character development in all campers
- Practices cultural humility, striving to actively learn about and be sensitive to cultures different than their own
- Handles whatever else is necessary to ensure that Family Camp runs smoothly and safely, or is deemed necessary by the Camp Director.

### BUDGET FOR WHICH THE POSITION IS RESPONSIBLE FOR:

**EXPENSE: NULL**

**INCOME: NULL**

**NUMBER OF STAFF (VOLUNTEERS) SUPERVISED: INCLUDE SEASONAL PERSONNEL AS PART TIME:**

**25- 40**

## MCGAW YMCA LEADERSHIP COMPETENCIES (Highlight one):

	Leader*	Team Leader	Multi-Team Leader	Organizational Leader
<b>Values</b>	Accepts and demonstrates the Y's values.	Models and teaches the Y's values.	Reinforces the Y's values within the organization and the community.	Incorporates the Y's mission and values into McGaw's vision and strategies.
<b>Community</b>	Demonstrates a desire to serve others and fulfill community needs.	Ensures a high level of service with a commitment to improving lives.	Effectively communicates the benefits and impact of the Y's efforts for all stakeholders.	Ensures community engagement: promotes the global nature of the Y.
<b>Inclusion</b>	Works effectively with people of different backgrounds, abilities, opinions and perceptions.	Champions inclusion activities, strategies, and initiatives.	Develops strategies to ensure staff and volunteers reflect the community we serve.	Advocates for and institutionalizes inclusion and diversity throughout McGaw.
<b>Relationships</b>	Builds rapport and relates well to others.	Builds relationships to create small communities.	Builds and nurtures strategic Relationships to enhance support for McGaw.	Initiates the development of relationships with influential leaders to impact and strengthen the community
<b>Developing Others</b>	Takes initiative to assist in developing others	Provides staff with feedback, coaching, guidance, and support.	Provides tools and resources for the development of others	Ensures that a talent management system is in place and executed effectively.
<b>Decision Making</b>	Makes sound judgments, and transfers learning from one situation to another.	Provides others with the frameworks for making decisions.	Integrates multiple thinking processes to make decisions.	Possesses penetrating insight and strong strategic and critical thinking skills.
<b>Change Capacity</b>	Demonstrates an openness to change, and seeks opportunities in the change process	Facilitates change; models adaptability and an awareness of the impact of change.	Creates a sense of urgency and positive tension to support change.	Effectively drives change by leveraging Resources and creating alignment to expand organizational opportunities.

\*Leader is the category for all McGaw employees who are not supervisors, managers, directors, etc. In this regard, ALL McGaw employees are leaders.

## ABUSE RISK MANAGEMENT REQUIREMENTS (Highlight one):

For employees who directly supervise youth	For employees who do not directly supervise youth	For supervisors and administrators
Adheres to policies related to boundaries with youths	Adheres to policies related to boundaries with youths	Follows employee screening requirements and uses screening instruments to screen for abuse risk
Attends required abuse risk management training	Attends required abuse risk management training	Provides employees with on-going supervision and training related to abuse risk
Adheres to procedures related to managing high-risk activities and supervising youths	Reports suspicious and inappropriate behaviors	Provides employees with regular feedback regarding their boundaries with youths
Reports suspicious or inappropriate behaviors and policy violations	Follows mandated abuse reporting requirements	Requires employees to adhere to policies and procedures related to abuse risk
Follows mandated abuse reporting requirements	Adheres to job specific abuse risk management responsibilities <ul style="list-style-type: none"> <li>Custodians—ensures unused locker rooms and closets remain locked; routinely monitors high-risk locations</li> <li>Front desk personnel—ensures youths are properly signed in and out, ensures only authorized adults are allowed in the facility, etc.</li> </ul>	Responds quickly to policy and procedure violations using the organization's progressive disciplinary procedures
		Responds seriously and confidently to reports of suspicious and inappropriate behaviors
		Follows mandated reporting requirements
		Communicates to all employees the organization's commitment to protect their youths from abuse
		Reports essential abuse risk management information to the board of directors.

## QUALIFICATIONS:

- Minimum age 21; college graduate preferred
- Proven leadership ability with organizational skills and a talent for leading a staff team
- Detail oriented
- Current certification in First Aid and CPR required; Lifeguard preferred.
- Valid driver's license
- Possess a variety of skills and experience with youth
- A commitment to working with a diverse staff and camper population for the fulfillment of YMCA goals

## WORKING CONDITIONS (Check all that apply):

Walking     
 Crouching     
 Lifting (25lbs)     
 Sitting     
 Stooping     
 Kneeling  
 Climbing     
 Standing     
 Carrying (25lbs)     
 Pulling (25lbs)     
 Pushing (25lbs)  
 \_\_\_ Other: \_\_\_\_\_      \_\_\_ Other: \_\_\_\_\_

The Y: We're for youth development, healthy living, and social responsibility.