



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

MCGAW YMCA IN EVANSTON CAMP ECHO JOB DESCRIPTION

IDENTIFICATION:

Job Title: Main Camp Unit Leaders (Camp Echo Summer Camps)
Echo

Department: (80) Camp

Classification: Exempt (salaried)

Full or Part-time: PT/Seasonal

Reports to: Summer Camps Director, Camp Echo

Revision Date: 10/19/2018

The two Main Camp Unit Leaders will work together to oversee Main Camp and ensure the physical and emotional well-being of all campers and staff. The Main Camp Unit Leaders work closely with the Main Camp summer leadership team and supervise cabin counselors to meet these goals. They are also role models and leaders on camp and part of the summer leadership staff, working with other Directors, Managers and Coordinators (DMC's) from all areas of Camp Echo.

SPECIFIC DUTIES:

- Takes a major role in fostering appropriate behavior among Main Campers, dealing with inappropriate behavior swiftly, through the Restorative Justice philosophy.
- Document incidents and communication with parents on the CampMinder database.
- Works with the Summer Camps Director and other camp leaders to plan and implement Staff Training.
- Supervises and takes a major role in fostering appropriate behavior among staff members who work in Main Camp, providing coaching, encouragement and necessary correction as needed with a regular check-in schedule. (ACA HR-20)
- Lead pre-session meetings with Main Camp staff.
- Works with the Summer Camps Director to implement ACA standards.
- Assigns campers to cabins based on cabin requests and Personal History notes from the **Wellness Manager**.
- Assigns staff to cabins based on staff member abilities, requests, and needs of the camp.
- Prepares, each session, with the Summer Camps Director, a schedule of overnights, nights out and subs.
- Rings the bell, or delegates same.
- Ensures that a system of cabin inspection is in place and that the cleanest cabins are recognized appropriately.
- Manages or delegates the start of meals, including cabin group entry and Grace.
- Assists with announcements and management of frivolity that occurs after meals at the direction of the Summer Camps Director.
- Attends the daily meeting with the **Wellness Manager**, **Youth Development Specialist**, and Summer Camps Director.
- Directs appropriate in-service (skill, behavior, group dynamics) training for Main Camp staff during camp season. (ACA HR-13)
- Works with the **Wellness Manager** to ensure that parent letters get written.
- Completes a final evaluation for each person he or she supervises on CampMinder in a timely manner.

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.
- Support the Summer Camps Director in the pre-camp hiring process, specifically with Assistant Counselors.
- Models, teaches, and upholds the Camp Echo Code of Conduct and protects the well-being of all campers.
- Shares responsibility of staffing layovers or bus duty with other staff members.
- Shares responsibility for CLOD (Cause-Driven Leaders on Duty) and **Junior Support Staff** Nights Out.
- Aids in the development and education of assistant counselors, LITs and CITs
- Attends vehicle safety sessions with **the full time staff** 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 Main 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:*

All Senior Counselors & Assistant Counselors: 50 (each)

MCGAW YMCA LEADERSHIP COMPETENCIES (Highlight one):

	Leader*	Team Leader	Multi-Team Leader	Organizational Leader
Values	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.
Community	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.
Inclusion	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.
Relationships	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
Developing Others	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.
Decision Making	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.
Change Capacity	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"> Custodians—ensures unused locker rooms and closets remain locked; routinely monitors high-risk locations Front desk personnel—ensures youths are properly signed in and out, ensures only authorized adults are allowed in the facility, etc. 	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
- Previous experience in a leadership role at Camp Echo or an equivalent camp
- Proven leadership ability with organizational skills and a talent for developing and leading a staff team
- 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.