



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

MCGAW YMCA IN EVANSTON CAMP ECHO JOB DESCRIPTION

IDENTIFICATION:

Job Title: Senior Area Head (Camp Echo Summer Camps)

Classification: Exempt (salaried)

Reports to: On-Site Program Coordinator, Camp Echo

Department: (80) Camp Echo

Full or Part-time: PT/Seasonal

Revision Date: 10/19/2018

Areas: Arts & Crafts, Sailing, Swimming, Water Skiing

SPECIFIC DUTIES:

- Oversees program area, maintains supplies and equipment, organizes program, directs program area staff.
- If possible, works with the On- Site Program Coordinator in the spring to order necessary supplies for the program area.
- Works with the On- Site Program Coordinator during the summer to order necessary supplies for the program area.
- Maintains written records on the training and regular observation of staff members who work in the area.
- Observes staff members who work in the area, providing coaching, encouragement, and necessary correction.
- Keeps the physical program area neat and clean.
- Develops and implements lesson plans for the program area campactivities and rainy day contingency plan.
- Oversees program supervision for either fun swim or twilight fun
- Cares for and maintains equipment, supplies and property of camp
- Keeps accurate records of camper achievement that can be used in subsequent years
- Updates the Program Area Notebook and submits and inventory and list of needs at season's end.
- *Takes on the additional responsibilities as outlined in Out of Cabin Staff Job Description*

****Note: If there are co-area heads, the responsibilities are shared.**

OUT OF CABIN STAFF DUTIES:

- Assists with the orientation of cabin groups, as assigned, on the first day of each session.
- Assists in the assignment of campers to Campactivity classes using CampMinder's scheduler system.
- Attends flag raising, morning reflections, and breakfast every day.
- Encouraged to sign up to run morning reflections.
- Works Cabin Group every day, in their area, or another area, or with any group that needs assistance.
 - When not working Cabin Group time in their area or another area, invests extra time and effort into their own area
- Works Evening Program, either on tasks specific to their job description, or helping with the program.
 - When not involved in Evening Program, invests extra time and effort into their own area
- Encouraged to plan and run evening programs and Olympics with groups of younger staff.
- Substitutes for assigned Senior Counselors in a cabin or for support staff in the kitchen when asked.
- Serves as a mentor to younger staff in general; specific assignments may be made by the Main Camp Director.
- Serves as a cabin checker as assigned, on the last day of each session.

ADDITIONAL DUTIES:

- Maintains the cleanliness of the living space to which he or she is assigned.
- Serves as a mentor to younger staff in general; specific assignments may also be made by your supervisors.
- Models, teaches, and upholds the Camp Echo Code of Conduct and protects the well-being of all campers.
- Aids in the development and education of assistant counselors, LITs and CITs
- Cares for and maintains equipment, supplies and property of camp
- 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
- Prepared to do anything else 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: NULL

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:

- Age 20 or older; Age 21 or older preferred
- Valid driver's license and clean driving record if 21 or older
- Certified in CPR, First Aid (and Lifeguard for waterfront program areas)
- Additional program area-specific certification as appropriate
- Leadership ability and teamwork oriented
- 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: This position is expected to live on site.

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