



HUNTERDON COUNTY YMCA
JOB DESCRIPTION

**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

JOB TITLE: Specialty Program Coordinator
REPORTS TO: Camp Director
JOB CATEGORY: Non-Exempt, Part-Time

DEPT: Camps
SALARY GRADE: 6
DATE: 6/17/16

GENERAL FUNCTION:

Under the direction of the Camp Director, this position is responsible for the implementation of the specialty programs offer at camp. This includes, but is not limited, to Arts and Crafts, Nature, Counselors in Training and Sports and Games.

At the YMCA we value the following attributes of personal character and ethical behavior and believe they are essential to attaining our mission:

Caring: To love others; to be sensitive to the well-being of others; to help others.

Honesty: To tell the truth; to be worthy of trust; to have integrity.

Respect: To treat others as you would have them treat you; to value the worth of every person, including yourself.

Responsibility: To do what you ought to do: to be accountable for your behavior and your obligations.

As an essential function of this position, the individual must be able to communicate, teach and model these values to members, program participants and the general public.

EDUCATION, KNOWLEDGE, SKILLS AND ABILITIES:

1. Must be at least 21 years old.
2. Currently enrolled in college level courses, and/or has completed at least 10 hours of college accredited classes.
3. Basic typing and 2 years hands-on computer experience with word-processing (Microsoft Office programs: Word, Excel, Publisher & other Windows Applications).
4. Must have at least 2 years prior experience working with children ages 4 to 14.
5. Prior experience working with and supervising staff.
6. Personal character traits, consisting of the ability to be flexible, cooperative, understanding, personable, yet alert, stern and organized.
7. Must be able to swim.
8. Holds current certification in First Aid, CPR, and AED.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to withstand the heat, sun & rain of the summer; stand; walk; reach with hands or arms; lift and/or move up to 50 pounds; climb or balance; and stoop, kneel, crouch, or crawl. The employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

PRINCIPAL JOB SEGMENTS:

1. Supervises and evaluates specialty coordinators.
2. Assists specialty staff in developing lesson plans.
3. Works with specialty staff team to introduce new activities and events that enhance the summer camp program.
4. Ensures that plans are in place for day camp staff in the event of specialty staff absence.
5. Plans and implements a curriculum for a specific specialty program.
6. Prepares and submits initial supply order to Director for ordering for their specific specialty program.
7. Maintains supplies in an organized manner.
8. Instructs staff of their responsibilities when a group attends their specific specialty program.
9. Works with staff as assigned on special events.
10. Fills out accident and incident reports as necessary.
11. Supports and participates in Association Initiatives according to Association criteria. Partners with other departments or outside agencies as appropriate to ensure success.
12. Builds relationships with members; encourages members to build relationships with other members and join in the YMCA movement.
13. Facilitates and guides the teaching of the values of caring, honesty, respect, and responsibility in our YMCA programs. In addition, models these values personally.
14. Follows all Hunterdon County YMCA policies and procedures.
15. Keeps the Senior Program Director, Camp Director & maintenance staff apprised of situations requiring their attention.
16. Attends trainings, seminars and meetings as required.
17. Performs other job-related tasks as requested and necessary.

EFFECT ON END RESULTS:

The Specialty Program Coordinator fills a vital role for the Hunterdon County YMCA staff team. The effectiveness of the incumbent shall be measured by the degree to which:

1. The YMCA will be known as a leader in the community, as a mission-driven, values-driven, ethical organization.
2. Specialty camp programs creative and appealing to youth campers.
3. YMCA, American Camping Association and NJ Youth Camp Safety Act rules, regulations and guidelines are adhered to at all times.
4. Activities run smoothly and in a safe organized manner.
5. Satisfaction with program will be positive and evident through evaluation reports completed by parents each summer.
6. Good rapport with members, volunteers and fellow staff is maintained.
7. Senior Program Director, Camp Director and maintenance staff are kept informed of matters requiring their attention.

Incumbent Name: _____

Incumbent Signature: _____ Date: _____

My signature on this job description indicates my understanding and agreement with the requirements of this position.