



YMCA OF GREATER VANCOUVER

YMCA CAMP DEKA

POSITION DESCRIPTION

## **PROGRAM DIRECTOR**

REPORTS TO: CAMP DIRECTOR

### **POSITION PURPOSE**

The Program Director is a part of the support team required to deliver YMCA Camp Deka program. The Program Director will provide a general base of expertise, experience and skills specific to the operation of summer camp.

### **GENERAL DUTIES AND RESPONSIBILITIES**

YMCA Camps programming is based on the building of a camp community. The camp community is intended to be supportive of all the members of the community and is intended to provide opportunities for growth and learning for all members. Staff at YMCA Camps are responsible to not only be a part of the camp community, but also to guide campers in understanding what it means to be a part of a YMCA Camp. This will be accomplished in a number of ways, not limited to:

- Role modeling appropriate behaviours
- Role modeling respectful and caring relationships with staff and campers
- Understanding that each staff members' role in the camp community is to serve our clients (campers) and to assist other staff in serving campers.
- Understanding that the greater good of our client's experience must be at the forefront in every decision made.
- Teach and role model the core values of the YMCA
- Read, understand, teach and enforce the policies of the YMCA and YMCA Camps

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **Part 1 – May 1<sup>st</sup> – June 22<sup>nd</sup> Location: YMCA Camp Elphinstone**

- Assist in the marketing, public relations and communications for YMCA Camp Deka
- Develop an understanding for the Deka program schedule, policies & procedures
- Review the camps inventory lists and assist with ordering new supplies
- Aid the Director in ensuring that all logistics pertaining to Camp are prepared
- Provide support for YMCA Camp Elphinstone staff
- Aid in the planning of staff training
- Assist in the preparation of camp programs

#### **Part 1 – June 23<sup>rd</sup> – August 31<sup>st</sup> Location: YMCA Camp Deka**

- Implement staff training sessions
- Manage daily, weekly and summer program schedules
- Manage all waterfront and out trip logistics
- Provide on-site leadership to all child guidance provided at YMCA Camp Deka
- Provide regular oral and written feedback to the group leaders
- Act as First Aid attendant when Director is off site
- Ensure that program areas are maintained in a safe manner and in compliance with BCCA standards
- Implement and maintain risk management systems that keep with the best practices of the camping industry
- Protect the assets of the YMCA through proper instruction and appropriate use. Specifically, the program director will ensure that group leaders understand the importance of proper treatment of program equipment

The Program Director may be asked to assist in duties not listed above. The YMCA expects the support of all staff members in fulfilling objectives that may not be specific to this position.

YMCA OF GREATER VANCOUVER  
YMCA CAMP DEKA PROGRAM DIRECTOR  
REPORTS TO: CAMP DIRECTOR

**QUALIFICATIONS/EXPERIENCE**

- Prior experience in a residential outdoor recreation setting
- Strong public relations, marketing and communication skills
- Quality service training and supervisory experience
- Understanding of all relevant standards and legislation regarding the safe and appropriate operation of a residential outdoor centre
- Strong work ethic with excellent administrative skills
- Possess or capacity to obtain:
  - CPR-C
  - NLS - lifeguarding
  - Occupational First Aid III
  - Boat Operator Card
  - Current Basic Solo Paddlers' (Canoe) certification
  - Class 4 drivers license (or equivalent)
- Participation in 100% of YMCA Camps staff training
- This position will require the successful candidate to be flexible with regards to accommodation. They will be asked to live at Camp Elphinstone for the beginning of the contract and then at Camp Deka.

**COMPETENCIES**

- Coaching and Development: Commits to assisting participants, volunteers, staff and self in continuous learning and development.
- Communication: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.
- Concern for Health and Safety: Acknowledges and understands how to manage and educate others of risk or harm reduction.
- Initiative: Does the right thing at the right time without being asked.
- Quality Focus: Ensures that success criteria for self, staff, and programs are set, reviewed and surpassed regularly to provide excellent service delivery.
- Teamwork: Participates actively in a team for organizational effectiveness.
- Self-Management: Works independently within prescribed parameters, can discern the relevance of issues and communicate them effectively to supervisor.

**POSITION DESCRIPTION SIGN-OFF**

My signature on this document indicates that I have read, understand and agree with the position as it has been described above. I understand that as part of obtaining a position with the YMCA of Greater Vancouver I will also be required to sign a staff agreement, complete a criminal record check (the results of which may affect my suitability for this job) and read, understand and agree to abide by any relevant YMCA policies – these will be supplied to me by the hiring manager (or their delegate) prior to the commencement of my duties or over the course of a pre-established training period.

*If under the age of 19, parental/guardian signature must be obtained on this document prior to the commencement of your duties.*

Signature: \_\_\_\_\_

*Signature of parent/Guardian:* \_\_\_\_\_

Print Name: \_\_\_\_\_

*Print Name:* \_\_\_\_\_

Date: \_\_\_\_\_

*Date:* \_\_\_\_\_