



We build strong kids, strong families, strong communities.

YMCA OF GREATER VANCOUVER
YMCA CAMP DEKA
POSITION DESCRIPTION

PROGRAM DIRECTOR

REPORTS TO: CAMP MANAGER

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

The Program Director positions will have two distinct components.

During the first component of the contract (until June 16th), the Program Director will be expected to:

- Market Camp Deka in the Kamloops community through public presentations, PAC meetings, booths at community events, etc.
- Develop an understand for the Deka program schedule
- Prepare to lead staff training sessions
- Provide supervision for GAP students (when living at Camp Elphinstone)

During the second component of the contract, the Program Director will be expected to:

- Provide leadership and role modeling to all staff.
- Provide supervision for group leaders
- Provide regular oral and written feedback to the group leaders
- Assist in leading the YMCA Camps staff training
- Ensure that program areas at Camp Deka are maintained in a safe manner and in compliance with BCCA standards
- Act as a lifeguard when required
- Ensure YMCA Camps policies and procedures are being adhered to
- Implement and maintain risk management systems that are in keeping with the best practices of the camping industry
- Provide a written end of season report detailing specific observations, general recommendations and providing an inventory of all program equipment

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- 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.

QUALIFICATIONS/EXPERIENCE

- Significant prior camp experience
- Current Standard First Aid and CPR-C
- Current NLS certification
- Current Boat Operators' certification
- Current Basic Solo Paddlers' (Canoe) certification
- Prior Canoeing and Kayaking Experience
- Class 4 Drivers' License
- 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 May), in Kamloops (from mid-May to Mid-June) and at Camp Deka from mid June to the end of contract

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: _____

