



YMCA of Greater Vancouver
YMCA Camp Elphinstone
Position Description

PROGRAM COORDINATOR

(LAND & WATER) REPORTS TO: ASSISTANT DIRECTOR OR CAMP DIRECTOR

POSITION PURPOSE:

The Program Coordinator is part of the senior staff team required to deliver YMCA Camps program. The Program Coordinator, along with the other members of the senior staff team, will provide expertise, experience and skills specific to the operation of camp program. This person will be required to live on-site.

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 to provide opportunities for growth and learning. 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, but is not limited to:

- Role modeling appropriate behaviour
- 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

As a member of the senior staff team, the Program Coordinators will be expected to:

- Provide leadership and role modeling to all staff.
- Provide supervision for the program staff designated to the waterfront (lifeguard, canoe instructor, etc.) and land (high ropes, sports, etc.) based areas
- Provide regular oral and written feedback to program staff
- Attend and participate in senior staff meetings as required
- Assist in leading the YMCA Camps staff training

The Program Coordinator will also be expected to:

- Ensure the program areas are free of hazards and are safe to operate on a daily basis
- Provide leadership to emergency situations
- Act as a lifeguard, teach program lessons when required
- Ensure YMCA Camps policies are being adhered to
- Provide feedback related to operations or facility to the camp management team to ensure a safe waterfront area as well as other program areas around camp
- Implement and maintain risk management systems that are in keeping with the best practices of the camping industry
- Do a daily inspection of the (waterfront and land based) emergency equipment to ensure all is in place and in good order
- Provide a written end of season report detailing specific observations, general recommendations and providing an inventory of waterfront equipment

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- Protect the assets of the YMCA through proper instruction and appropriate use. Specifically, the Program Coordinator will ensure all boats and waterfront equipment; ropes course equipment, archery areas and all other program areas (along with specific program area staff) are maintained, kept clean and in good working order.
- The two Program Coordinators will work together and cover for each other in the event of one being off site.

The Program Coordinators may be required 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 (Land and Water Specific)

- Current Standard First Aid and CPR-C (both)
- Participation in 100% of YMCA Camps staff training (both)
- Current NLS (land and H2O), WSI and LSI certification (H2O)
- Current Boat Operators' certification (both)
- Current Basic Solo Paddlers' (Canoe) certification (H2O)
- Prior experience in a pool or camp waterfront setting (H2O)
- Prior Canoeing and Kayaking Experience (H2O)
- Class 4 license an asset (both)
- Prior experience with high ropes, archery, arts and crafts in a residential camp setting (Land)

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 with a vulnerable sector search (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 delegate) prior to the commencement of my duties or over the course of a pre-established training period.

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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: _____