



We build strong kids, strong families, strong communities.

YMCA OF GREATER VANCOUVER  
**YMCA CAMP ELPHINSTONE**  
POSITION DESCRIPTION

## **RESIDENTIAL GROUP LEADERS**

(PAID EMPLOYEES) REPORTS TO: SECTION DIRECTOR

### **POSITION PURPOSE**

The group leader positions are integral to the delivery of the YMCA Camps program. Group Leaders provide the skills necessary to provide program and supervision to the youth attending YMCA Camps. 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 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**

Each camper cabin will be assigned two staff (typically one employee and one volunteer) for the duration of a cabin's stay. The staff members and volunteers are expected to operate in partnership and are expected to accomplish all of the below tasks. Each partnership should be structured in a manner that the lead staff member ensures all duties and responsibilities are being achieved each session.

Working with their partner, lead staff are expected to:

- Plan and deliver programming based on the parameters of the program
- Deliver programming appropriate to the ages and abilities of cabin group
- Assist with or take part in camp-wide programming
- Manage the cabin group dynamics to ensure a positive experience for all campers
- Manage the behaviours of the cabin group to ensure all campers are emotionally and physically safe and to ensure that all campers feel supported and nurtured
- Ensure the needs of all of the cabin group's campers are being met (including physical, emotional, social, medical and nutritional needs)
- Provide care that is appropriate to the developmental ages of their cabin group
- Develop individual relationships with each camper
- Work with their partner in such a way that each partner will be able to learn and grow from one another
- Seek the assistance of senior staff or the management team when appropriate
- Complete administrative duties relevant to their campers and their employment
- Protect the assets of the YMCA through proper instruction and appropriate use
- Provide leadership and mentoring to their volunteer partner to ensure a positive experience for the volunteer and campers

Group Leaders 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**

- Must be at least 18 years of age by July 2nd, 2007
- Current Standard First Aid and CPR-C
- Participation in 100% of YMCA Camps staff training
- Bronze Cross or Basic Solo Paddlers' certification
- NLS, Advanced First Aid and other outdoor activity certifications preferred

**COMPETENCIES**

- Commitment to Association Vision and Values: Demonstrates and promotes a personal understanding of and appreciation for mission, vision, strategic outcomes and values of the YMCA
- 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.
- 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 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:* \_\_\_\_\_