



We build strong kids, strong families, strong communities.

YMCA OF GREATER VANCOUVER
YMCA CAMP ELPHINSTONE
POSITION DESCRIPTION

SECTION DIRECTORS

(Chapman (7-11), Dakota (12-15), Leadership (15-17), Day Camp (6-12)) REPORTS TO: CAMP DIRECTOR, ASSISTANT CAMP DIRECTOR, SCPC

POSITION PURPOSE:

The Section Director is a part of the support team required to deliver YMCA Camps program. The Section Director will be a member of the senior staff team and will provide expertise, experience and skills specific working with children and youth. 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 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 Section Director will be expected to:

- Provide leadership and role modeling to all staff and campers.
- Provide supervision for all staff especially those designated to their section
- Provide regular oral and written feedback to staff in their section
- Attend and participate in senior staff meetings as required
- Assist in leading the YMCA Camps staff training

The Section Director will also be expected to:

- Draw on their prior experience to provide specific situational support to individual staff members
- Nurture staff members in such a manner to ensure the greatest possible productivity and to create a caring camp community
- Ensure program is being delivered as it is scheduled to a high standard and in keeping with program policies outlined in the staff manual
- Complete administrative duties related to managing staff (timecards, scheduling, evaluation)
- Ensure that all staff in their section are aware of and complete their various administrative duties
- Complete administrative duties related to managing a large group of campers (cabin lists, staff assignments, etc.)
- Protect the assets of the YMCA. Specifically, the section director will ensure that staff working in their section are familiar with and follow the policies and procedures outlined in the staff manuals.

The Section Director 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

- Current Standard First Aid and CPR-C
- Prior camp experience or significant experience working with children and youth
- Class 4 Drivers License is preferred
- Participation in 100% of YMCA Camps staff training

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 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: _____