



DOOR COUNTY YMCA
JOB DESCRIPTION
Southern Door Kids Director/Summer Camp Coordinator

Department: Program

Reports to: School Age Director

Date: 3/17

Approval:

General Function: Under the direction of the School Age & Summer Camp Director, the Southern Door Kids Club Director/Summer Camp Coordinator is responsible for developing youth by building relationships with families through the organization. This director will strategically plan, develop, and effectively implement programs that provide a warm and loving environment where children will be safe, and can grow and learn in a positive environment, building positive self-esteem and the skills needed for advancing in the school setting. The Southern Door Kids Club Director/Summer Camp Coordinator will specifically direct Southern Door Kids Club and will assist in Summer Camp coordination.

Know How:

Requirements of this position are to be at least 21 years of age with a Bachelor's degree in a related field or equivalent related experience, and must hold a Registry Level 12 or higher (or equivalent experience). Director will have at least one year experience in teaching or have satisfactorily completed 40 hours of training in program administration and will demonstrate a high level of initiative, professionalism, positive attitude, and enjoy working in and creating a strong team environment. Director must have a proven ability to be an engaging presence in leading programs and staff that will help to develop strong character-building skills in youth and have strong organizational, planning, budgetary, computer, written and verbal communication skills.

Physical Requirements:

The Southern Door Kids Club Director/Summer Camp Coordinator must have the ability to bend, twist, squat and lift 10-40 pounds on a routine basis, while also having the ability to move throughout the room and transport children to other locations within the facility.

Principal Activities:

- 1.) Develop, organize, implement, evaluate, and manage the Southern Door Kids Club program, including programming for school days out. This program will advance YMCA philosophies, policies, and goals, while adhering to licensing and YoungStar guidelines. Daily curriculum will fully engage and support optimal physical and emotional child development.
- 2.) Assist in planning and coordinating of full-time Camp Compass summer camp programs, currently housed at the Lansing Center. Assist in the planning and implementing of camp curriculum under direction of the School Age/Summer Camp Director. Engage in camp delivery as scheduled by supervisor.
- 3.) Effectively recruit, hire, train, motivate and evaluate supporting staff and/or volunteers in order to ensure quality and consistency in program delivery. Working with School Age Director, consistently evaluate the staffing structure to position the YMCA to be a preferred school-aged and summer care provider within the Southern Door community.
- 4.) Manage daily classroom ratios to effectively balance licensing requirements with the need for efficient operations. Review and create daily lesson plans to ensure they are aligned with strategic goals and program mission.
 - a. This director is considered the lead staff at the Southern Door Kids Club program and should be present 90% of programmed hours.

- 5.) Maintain staff and children files in accordance with licensing requirements; maintain accurate attendance counts and ensure billing records reflect accurate charges to create a positive partnership with families and resource agencies; coordinate social services billings and allocations to family accounts.
- 6.) Create a cohesive staff team, that works together to achieve a positive, safe learning environment. Director will find ways to work alongside support staff and other management staff to create a positive and supportive team atmosphere that is focused on support of family and supporting the skills needed to achieve success in the structured school environments.
- 6.) Understand all staffing concerns within the Child Care spectrum and assist as necessary and able to ensure quality programming throughout.
- 7.) Utilize Listen First techniques to better understand programming needs and concerns, resolve conflicts, and manage the programs, modeling use of these skills to other staff. Exemplify the YMCA values of Caring, Honesty, Respect and Responsibility in all aspects of job performance and in relationships with others.
- 8.) Along with School Age Director, assist in preparing annual income and expense budget for the program for approval by the VP-Administration and CEO. Administer the approved budget, exercising necessary controls to assure operations which are consistent with the approved budget. Whenever necessary, recommend adjustments to the budget to assure a balanced operation.
- 9.) Provide a welcoming learning environment; make a special effort to greet all participants and their families; encourage positive relationship building among families.
- 10.) Ensure adherence to licensing regulations to provide the best care, while also understanding the financial impact of decisions.
- 11.) Enable parent participation in all levels of the program; facilitate regular (daily) parent discussion and encourage parent participation in social interaction with other families
- 12.) Determine the extent of safety concerns when identified and decide on appropriate action.
- 13.) Foster understanding and support of all Youth programming within the community by connecting with key partners and developing relationships with those having mutual interest.
- 14.) Support YMCA initiatives and fund raising efforts by supporting and promoting such events among participants and Center staff, as directed by supervisor.

Effect on End Results

The effectiveness of the Southern Door Kids Club Director/Summer Camp Coordinator will be measured by:

- The ability to nurture relationships with and among families, creating a stronger relationship with the YMCA
- Enrollment numbers compared to agreed upon projections.
- The degree to which program objectives were accomplished each session.
- The degree to which this is developed and implemented to meet the changing needs of the community.
- The degree to which programs are meeting parent/participant expectations through the use of program evaluations.

We understand and mutually accept that the above position description represents our agreement as to the job to be performed.

Incumbent

Date

Supervisor

Date