



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

Department: Program

Reports to: School Age Director

Date: 7/17

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 11 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.

