Career Development Center
New York Early Childhood Professional Development Institute

Summer Day Camp Director (Cross Island Ymca)

YMCA of Greater New York

Bellerose, NY

Program Director | Full-time, Seasonal | Onsite | $30.00 - $31.25 an hour*

* $2,400 - $2,500 Biweekly - this is a biweekly pay rate, not hourly.

Posted on February 5, 2024

Job Description

Salary: $2,400 - $2,500 Biweekly

The YMCA of Greater New York is here for all New Yorkers â€" to empower youth, improve health, and strengthen community. Founded in 1852, today the Y serves a diverse population of more than half a million New Yorkers who learn, grow, and thrive through programs and services at our 24 branches. Community is the cornerstone of the Y. Together, we connect active, engaged New Yorkers to build stronger communities.

To help fulfill our mission, we cultivate a culture of learning, leading, and collaboration to enhance community impact. Through our talented staff and â€œLEAPâ€ career framework (Leadership, Empowerment, Accountability, Personal Growth), we are committed to a people-first approach that fosters trust, inclusion, growth, and development for all.

Summer Camp season is quickly approaching, and the Cross Island YMCA is currently accepting applications for a Summer Day Camp Director. Our camps are seeking the â€œbest of the bestâ€ candidates to ensure that our campers have the best summer of their lives.

Y Summer Camp

There is an energy and magic to summer camp that cannot be replicated. Throughout the gyms, classrooms, playgrounds, campgrounds, buses, and trains, campers can be heard laughing, singing, playing, and learning. Y Camps provide an exciting camp experience in a safe and accepting environment and enhances campersâ€™ self-confidence, self-esteem, and leadership skills.

Is this the job for you?Â

Do you want to work for an organization that continuously strives to make a positive impact in NYC? The Y is in all 5 boroughs. We serve 12,000 campers by providing fun, safe, and positive experiences for kids.Â

Who are we looking to hire?
We are looking for people who enjoy working with youth. People who are creative, have a passion for teaching youth new skills, are enthusiastic, and model our four core values: Caring, Honesty, Respect, and Responsibility. We are looking for people who can provide a safe and positive environment for school-age children to provide opportunities for learning, interaction, and academic/personal growth.

Whatâ€™s in it for you?
Aside from being a part of a greater movement and actively playing a role in developing our next generation, the Y offers so much more:

- Build your resume with marketable skills that include teamwork, creativity, communication, and leadership.Â
- Receive 40 hours of training, which is great to list on your resume.Â
- Work for an organization that consistently raises the bar and always looks towards being innovative â€“ did you know the Y invented basketball?Â
- Have fun â€“ while this is a serious job and safety is our number one priority, we conduct our days with all things fun.Â
- Take advantage of discount offers to special events throughout New York City via our â€œPlum Benefitsâ€ program.Â
- Get a Y membership. Our seasonal staff receive an individual adult membership for the time of their employment.

â€‹**A Day in the Life of a Day Camp Director**
The Day Camp Director is responsible for the overall leadership of the day camp program, includingÂ supervision of staff and volunteers, fiscal management, and day-to-day operations. The Day Camp DirectorÂ is charged with ensuring the delivery of quality programming, which includes all Y and funder program elements. The Day Camp Director is expected to develop and maintain effective relationships with Y staff,Â school partners, funders, donors, caregivers, community members, and other organizations.

Want more information on Camp?Â â€“Â ClickÂ here.Â

Key Dates

The summer day camp season begins on July 1st and ends on August 23rd. You must also attend and successfully complete 40 hours of pre-camp training.

Responsibilities

- Ensure the health, safety, and well-being of participants by understanding, maintaining, and ensuring that staff and participants follow Risk Management and safety procedures.
- Report all incidents in accordance with the Y policies and procedures.
- Supervise part-time, non-exempt staff and volunteers by monitoring performance, providing support, coaching, and recognition, and holding staff accountable for performance expectations.
- Promote an inclusive, welcoming, and respectful environment that embraces the diversity of all staff and participants and promotes a positive camp spirit.
- Lead the planning of all camp activities, ensure that all Y program expectations are executed (including STEM, literacy, and memory books), and coordinate the use of branch facilities for program activities and events.
- Develop and implement systems and tools to maintain accurate program documentation (attendance, sign-in/out forms, behavior reports, incident reports, and accident reports, as appropriate).
- Authorize weekly staff schedules and manage payroll expenses by regularly reviewing and approving hours worked in ADP. Manage and track volunteer hours.
- Monitor and evaluate the effectiveness of and participation in the camp program.
- Understand and communicate the YMCAâ€™s core values and the goals of the Summer Day Camp program to staff, participants, and caregivers.
- Develop and implement an orientation session for families before the first day of camp, which includes safety procedures, ground rules, schedules, and other necessary information.
- Maintain positive relationships and communication with guardians and community members throughout the summer.
- Respond to all member and community inquiries and complaints in a timely manner.
- Support the development and facilitation of required pre-camp training in partnership with the Association Office and Youth & Family Director.
- Actively participate in training sessions, designated meetings, and special events.

- Adhere to all Department of Health, YMCA of Greater New York, and funder standards, expectations, and regulations.

Qualifications

- Bachelor's degree in a program area related to working with youth or equivalent.
- At least two (2) years of experience managing a high-volumeÂ day camp and supervising staff.Â
- Day Camp Director Y-USA training and certification is mandatory.
- General knowledge of MS Word, Excel, and PowerPoint. Knowledge of Access, Adobe PageMaker, and Photoshop preferred.
- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** Bachelor's Degree

Application Instructions

If you would like to be a member of our dynamic team, please complete ourÂ online applicationÂ and submit your rÃ©sumÃ© and a thoughtful cover letter that explains your interest in the role and our organization.

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