

Summer Camp Director (Vanderbilt Ymca)

YMCA of Greater New York

New York, NY 10017

Program Director

Full-time, Seasonal

Onsite

\$31.88 - \$31.88 an hour*

* This is a set biweekly rate of \$2,550.

Posted on February 23, 2026

Organization Statement

The YMCA of Greater New York is here for all New Yorkers — 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 “LEAP” career framework (Leadership, Empowerment, Accountability, Personal Growth), we are committed to a people-first approach that fosters trust, inclusion, growth, and development for all.

Job Description

Salary: \$2,550 Biweekly

The Vanderbilt YMCA is seeking a Summer Camp Director who will be responsible for the overall leadership of the Summer Camp program, including supervising staff and volunteers, managing finances, and overseeing day-to-day operations. The Summer Camp Director is charged with ensuring the delivery of quality programming, which includes all Y and funder program elements. They are expected to develop and maintain effective relationships with Y staff, school partners, funders, donors, caregivers, community members, and other organizations.

Summer Camp programs operate Monday through Friday from 8:00 a.m. to 6:00 p.m., June

through August.

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 YMCA's core values and the goals of the Summer 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 the 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 required.
- Minimum of two (2) years of experience managing a high-volume summer camp and supervising staff.
- Y-USA Day Camp Director training and certification.
- General knowledge of Microsoft Word, Excel, and PowerPoint.
- Knowledge of Access, Adobe PageMaker, and Photoshop preferred.
- Strong interpersonal skills, leadership qualities, and comfortable working with diverse youth and adults.
- **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 our [online application](#) and submit your résumé and a thoughtful cover letter that explains your interest in the role and our organization.