

Ridgewood YMCA-YMCA Camp Bernie

Job Title: FULL TIME PROGRAM ASSOCIATE

Term of Employment: Year-round

Salary Scale: \$280-310/week (dependent upon qualifications and experience)

Other Remuneration: benefits as listed in the current personnel policy of the association. 7% retirement after 2 years of service (years of service at any YMCA included in calculation) plus individual medical and dental coverage at current rates. Housing on camp site is provided with utilities and is a job requirement.

Supervisor: Outdoor Center Director

Updated: December 2009

General Function: While under the overall direction of the Branch Executive Director of YMCA Camp Bernie and the Chief Executive Officer of the Ridgewood YMCA the Full-time Program Associate will abide by the policies established by the Ridgewood YMCA's Board of Directors, implement proscribed programs, and function as a quality controller in identifying areas, both physical and curricular, needing improvement. The Full-time Program Associate will also conduct oneself in a professional manner, executing tasks at the established level of excellence.

Qualifications

Required:

- College credits in environmental studies, recreation and leisure services or related field or relevant experience.
- Experience working with children.
- Appreciation of outdoors and human diversity.

Preferred:

- Bachelor's Degree in environmental studies, recreation and leisure services or related field.
- Work experience in outdoor education setting i.e. residential camp, nature center

Responsibilities (including but not limited to the following)

Instruction:

- Implement curriculum by teaching established programs to school groups.
- Facilitate Outdoor Education, Group and Family and Day or Resident Summer Camp programs as assigned.
- Facilitate teacher in-service workshops and conduct tours for prospective schools, parents and students.
- Provide care for Nature Lodge animals and perform weekly maintenance duties.
- Attend trainings to broaden knowledge and enhance teaching skills.
- Attend weekly staff meetings to troubleshoot and plan for incoming groups.
- Assist with maintaining program areas as needed.
- Work positively with other departments to create and maintain a healthy community at camp.
- Run evening programs as determined by group requests.

Program Development:

- ❑ Prepare programs, set-up and breakdown program areas for Outdoor Education & Group and Family Program groups.
- ❑ Inventory equipment, reporting any damaged equipment, equipment needing to be discarded and ensuring that equipment is working and stored properly.
- ❑ Assist in the recycling and composting programs, including gathering and sorting materials.
- ❑ Assist in evaluating curriculum, developing new programs and modifying existing lessons.
- ❑ Evaluate weekly program performance suggesting and implementing improvements and modifications directed toward improving program, quality of performance, and customer service.

Facility/Program Maintenance:

Maintain the established level of quality for function, safety, and appearance of program areas and program supplies by performing the following functions:

- ❑ Inspect program areas and supplies informally whenever possible and formally on a regular basis according to schedule devised by the Outdoor Education and Group and Family Coordinators.
- ❑ Make necessary minor repairs on program facilities and supplies notifying the Outdoor Education and Group and Family Coordinators of any needed large-scale repairs.

Assist in general maintenance and upkeep of camp facilities, including but not limited to the following:

- ❑ Maintain main house in a clean and orderly manner at all times, both the interior and exterior.
- ❑ Assist in cleaning the on site facilities as necessary.
- ❑ Assist maintenance during the slower months in maintaining facility.

Maintain the established level of overall safety of the camp and its facilities by doing the following:

- ❑ Notify the Outdoor Education and Group and Family Coordinators or Outdoor Center Director of any unsafe circumstances within a specific facility.
- ❑ Follow established safety procedures.

Administration:

- ❑ Act as a liaison between user groups having valid complaints or suggestions and the Outdoor Education or Group and Family Coordinator.
- ❑ Provide support services to customers and fellow staff members as necessary.
- ❑ Participate in all trainings and orientations as required (child abuse, risk management, program).

Promotion:

- ❑ Attend workshops, conferences and training programs as determined by the Outdoor Center Director.
- ❑ Conduct open houses, special events, community programs and attend conventions to promote the YMCA Camp Bernie programs as determined by the Outdoor Center Director, Summer Camp Director, or Branch Executive Director.
- ❑ Attend promotional events and service-based events to help increase awareness and promote programs.

Overall:

- ❑ Conduct oneself in a professional manner in keeping with the YMCA mission and role modeling appropriate values based behavior as outlined in the YMCA Character Development program.
- ❑ Establish goals, objectives, and action steps to direct training and professional development.
- ❑ Follow the established chain of command to solve both personal and professional problems.
- ❑ Fulfill all assignments and duties as deemed necessary by the Outdoor Education or Group and Family Coordinator in a timely and professional manner.
- ❑ Help ensure a safe, educational and enjoyable experience for all participants.
- ❑ Actively work to maintain a healthy positive work environment.
- ❑ Perform all other tasks as assigned and determined by the Branch Executive Director or Outdoor Center Director.

Additional Considerations:

Full-time Program Associates:

- ❑ will be required to live in on-site housing
- ❑ will be scheduled for up to 40 hours of regularly scheduled work time per week
- ❑ will be required to work at least 2 evenings per week (up to 11pm)
- ❑ will be required to work 2 mornings (before 9am) per week, usually 1 morning beginning at 7:45am and 1 morning beginning at 8:30am
- ❑ will be required to work, on average, 1-2 weekends per month
- ❑ must be available to begin work by 9am every work day unless otherwise approved
- ❑ will be paid for all hours scheduled to work, including reasonable set-up, breakdown and cleanup times, meals that are run by that staff member and 15 minute prep times in between class times (typically 10:30-10:45am and 3:00-3:15pm)
- ❑ any overtime or unscheduled hours must be pre-approved by the appropriate coordinator (GF Coordinator for weekend programs, OE Coordinator for weekday programs, SC Director for summer programs)
- ❑ will be required to take on a position in the Day or Resident Summer Camp programs as per agreement with the Summer Camp Director
- ❑ may need to assist with evening, morning or weather-related work as designated by the Outdoor Education or Group and Family Coordinator, in addition to scheduled hours (and will be compensated accordingly)