



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA Camp Bernie Senior Program Specialist Job Description

Title: Senior Program Specialist (Seasonal Exempt)

Reports To: Experiential Education Director & Summer Camp Director

Compensation:

- \$15.78-19.19 per hour
- On-Site Housing Provided.
- Meals available when servicing groups and camps.
- Guaranteed 40+ hour work week while servicing groups and camps.
- 20 hours weekly (with opportunities to work in other departments) while not servicing groups and camps.

Qualifications:

- Must be at least 21 years of age.
- Demonstrated leadership experience in camp settings for at least 2 years.
- Minimum two years of leadership experience
- Valid driver's license and clear criminal and character background check
- Demonstrated leadership experience in camp settings for at least 2 years.
- High energy level and commitment to YMCA's mission: Youth Development, Healthy Living, and Social Responsibility
- Association for Challenge Course Technology (ACCT) Level 1 (preferred)

General Overview:

Under the Direction of the Experiential Education Director the Senior Program Specialist at YMCA Camp Bernie plays a vital role in creating memorable experiences for participants through engaging and safe program activities. Collaborating closely with the Program Team, you'll ensure that our programs are not just fun but also compliant with ACA standards, best practices, and tailored to participants' ages and abilities.

Desired Outcomes:

- Deliver exciting and dynamic programs that meet customer demands
- Exceed ACA, state, and YMCA camping standards

Essential Functions:

- **Leadership and Team Management:** Provide leadership and mentorship to Program Instructors and Counselors, offering regular feedback and evaluations to enhance program delivery. Train staff to effectively run programs offered at YMCA Camp Bernie. Attend and actively participate in staff

meetings, maintaining open communication with supervisors and colleagues. Foster a supportive team environment, offering guidance and assistance to fellow staff members as needed.

- ***Program Development and Implementation:*** Craft and deliver dynamic camp programs that captivate and challenge participants while adhering to set lesson plans and curricula. Develop and manage program schedules, ensuring efficient utilization of camp facilities and clear communication of schedules to staff and participants. Based on research of industry standards, adapt current and implement new programming elements.
- ***Operational Management:*** Prioritize participant safety by overseeing adherence to safety protocols during all activities, conducting staff training sessions, and ensuring equipment maintenance. Manage upkeep of program areas, including scheduling necessary inspections and repairs.
- ***Community Engagement and Relationship Building:*** Supervise staff delivering high-quality programs with excellent customer service standards in partnership with community organizations. Utilize feedback to adjust programming models and offerings to meet needs of participants and customers.
- Complete all other tasks and duties as assigned.

Physical Requirements:

- Ability to identify and respond to environmental hazards.
- Capability to administer first aid and assist participants during emergencies.
- Physical stamina necessary for continuous supervision of participants

Note:

Some additional physical requirements of a program position could be endurance including staffing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate program equipment and program activities. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate participant activities and programs. Willingness to live in a camp setting and work irregular hours delivering programs in the facility available. Operate with daily exposure to the sun and heat and varying weather conditions.