



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

FAMILY YMCA OF MARION & POLK COUNTIES
PO BOX 110, Salem, OR 97308
503.581.9622 | www.theYonline.org

JOB TITLE: Camp Director
DEPARTMENT: Camp
REPORTS TO: Camping Services Director
LOCATION: Camp Silver Creek
STATUS: Salary, Exempt
PAY RATE: DOE

Position Summary:

Under the guidance of the Camping Services Director, the Camp Director is responsible for administering the operations of YMCA Camp Silver Creek. The Camp Director oversees the management of programs, facilities, the camp residence, volunteer and staff development, and day to day operations. The Camp Director, in coordination with the Camping Services Director, maintains effective communications and collaborations with alumni, and community agencies and regulators. Given the unique quality of the summer camp environment, the Camp Director role during summer camp is a hands-on leadership role, exemplifying the highest YMCA values and standards.

Entry Requirements:

- Four-year degree from an accredited college or university or equivalent experience preferred.
- Must be at least 25 years old (25 years of age required by ACA Accreditation Standards)
- Must have a minimum of 1-2 years in hands on delivery of youth programming, recreation, or related field, preferably with a YMCA association.
- Excellent personal computer skills and experience with standard business software; previous DAXKO Operations or similar proprietary software highly desired.
- Excellent conflict resolution and problem-solving skills required. Proven ability to coach staff in these areas preferred.
- Excellent communication (written and verbal) and interpersonal skills are vital to this position.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Must be CPR and First Aid certified or willing to become certified within the first 30 days of employment. (Certification classes available upon employment.) Lifeguard certification encouraged.
- Current Oregon Food Handler's Certification.



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Essential Functions:

- Operate within the annual budget.
- Coordinate hiring and training of summer camp staff.
- Will be onsite day to day director at Camp Silver Creek during the season.
- Oversees and manages camp transportation's needs.
- Familiar with ACA standards and accreditation process.
- Actively market, develop, and promote camp including participating in community events to promote YMCA Camping.
- Demonstrated commitment to quality, the core values of the YMCA and joy in working with youth of all ages.
- Consistently provide friendly, courteous assistance exceeding customer expectations every day, which includes building and maintain healthy professional relationships with summer camp families, staff, and local community.
- Performs public relation duties; responds to complaints; adheres to all YMCA policy and procedures.
- Support and contribute to a safe, clean camp environment for staff and guests.
- Maintain knowledge of association policies and procedures, risk management and safety practices, and applicable laws.
- This position is responsible for supporting the overall association's initiatives through Camp.
- Ability to work independently, organize and prioritize tasks and communicate effectively.
- Ensures high quality programs through innovative program development, evaluations, and ongoing training of staff.
- Coordinates facilities and programs with department staff and other agencies and organizations.
- Ability to prepare and maintain accurate reports and records.
- Passion, enthusiasm and support for mission and values of the YMCA.

This job description may not be all inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.

Employee Name Printed _____

Employee Signature: _____ Date: _____



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YMCA COMPETENCIES (LEADER)

- **Mission Advancement:** Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.
- **Collaboration:** Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.
- **Operational Effectiveness:** Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work, and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.
- **Personal Growth:** Pursues self-development that enhances job performance. Demonstrates an openness to change and seeks opportunities in the change process. Accurately assesses personal feelings, strengths, and limitations, and how they impact relationships. Has the functional and technical knowledge and skills required to perform well. Uses best practices and demonstrates up-to-date knowledge and skills in technology.