



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: Program Director
DEPARTMENT: Camp
REPORTS TO: Camp Director
LOCATION: Camp Silver Creek
STATUS: Salary, Exempt
PAY RATE: \$435/week

Position Summary:

The Program Director is responsible for the design and implementation of daytime and evening programming in an overnight camp setting. The Program Director will work with members of program staff to plan and lead camp activities and work as a resource to support the development of both staff and campers.

Entry Requirements:

- Age 21 or over by start of camping season preferred.
- Two years of college OR an equivalent in camping work experience preferred.
- Prior leadership with groups of children at camps, youth groups, education settings, or community groups.
- Supervisory experience, especially with one's peers, preferred.
- Possess desire and ability for working with children and teens.
- Ability to understand the needs of campers and place campers' needs and camp's needs ahead of personal needs.
- Ability to relate to one's peers, supervisors, and children effectively.
- Ability to work in outdoor environment and display an appreciation and understanding of the natural environment to campers.
- Possess flexibility, maturity, and the ability to work with a minimum amount of supervision.
- Enjoy working and interacting with people of all types and ages, with a special emphasis on children, modeling and utilizing the important core value of caring, honesty, respect, and responsibility.
- 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:

- Responsible for daytime programming including, but not limited to values, choice time, program activities, and large group games.
- Works with Program Staff to develop and implement programming.
- Supervises staff during camp programs.
- Coordinates camp schedule.
- Organizes Camp Silver Creek store by maintain accurate inventory, train staff in operation procedures, complete financial records. May designate trained staff to run store while open.
- Provides ongoing coaching, feedback, and support to staff.
- Work with Creativity Director and Camp Director on social media posts.
- Communicate with the Camp Director daily about the needs of staff and campers and work to seek solutions to improve camp and camp programming.
- Serve as a good role model for camp behavior for staff and campers.
- Assume responsibility of the health, welfare, and safety of campers under their supervision.
- Assist in any area of camp as directed, providing coverage for cabin groups as needed.
- Rotates on-duty evening with Camp Director and Camping Services Director
- Be in attendance at the weekly 12:00 PM Sunday program staff meeting and 12:30 PM staff meeting.
- Communicate with families on check-in and check-out days as needed.
- Participate in all courses, activities, classes, training, and planned sessions during the weeks of pre-camp.
- Work with Camp Director and Camping Services Director to help design and implement staff training.
- Follow all Standards set forth by the ACA (American Camping Association) and applicable local and state laws and regulations.
- Create and maintain a harmonious, positive working relationship with fellow staff, YMCA Camp Silver Creek campers, participants, and the entire camp community.
- Demonstrate 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.
- 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.



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Work Environment & Physical Demands:

- Physically able to accompany campers to and participate in all camp activities.
- Able to communicate verbally with campers and to provide instructions.
- Possess visual and auditory ability to respond to critical incidents and physical ability to act swiftly in emergency situations.
- Able to observe camper behavior, respond to health and safety concerns and deal appropriately with camper behavior.
- Able to work long hours including nights and weekends.
- Able to work outdoors in varying weather conditions (rain, heat etc.) and live in a rustic outdoor setting.
- Able to follow all camp rules and YMCA policies and procedures as outlined in the Staff Handbook.
- May work at another camp location as needed.