



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## **CAMP UNIT DIRECTOR AND OUT OF SCHOOL TIME LEAD, HOPKINTON**

At the MetroWest YMCA, our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you! **Competitive pay and benefits! Salary from \$45,000 annually!** Equal Opportunity Employer.

### **GENERAL FUNCTION:**

**A full time Camp Unit Director and Out of School Time Lead is needed in the MetroWest YMCA Hopkinton location! Under the supervision of the Family Outdoor Center Director and in accordance with the policies and procedures established by the Board of Directors, the Camp Unit Director is responsible for the organization, implementation and evaluation of all summer day camp programs for children age 3 through entering grade 2. This position also holds a leadership position in an after school program half time from September through June and reports to the Out of School Time Director.**

### **ESSENTIAL FUNCTIONS**

#### **PROGRAM MANAGEMENT & DEVELOPMENT**

Organization, marketing, implementation and evaluation of summer day camp, school vacation clubs and alumni relations, which includes camp reunions.

Serves in a leadership role in the Out of School Time (OST) program. Designs practices, processes, and procedures for a high quality program. Assures compliance with the Department of Early Education and Care (EEC) and the Child and Adult Care Food (CACFP) Program regulations. Ensures that YMCA program standards are met and safety procedures followed. Provides staff leadership for annual fund raising campaign and committees as assigned.

Develops, implements, and manages operating plans to promote program and/or membership growth for the YMCA. Executes strategies to ensure that members and/or program participants connect with one another and connect with the YMCA.

Ensure the safety, high quality and strong financial management of all programs and operation through the development and maintenance of a strong part-time staff team, appropriate administrative systems, and high curriculum and safety standards.

Assists with licensing and operation of day camps and OST sites in accordance with both local and State of Massachusetts Departments of Public Health and the Department of Early Education and Care and following best practices of American Camping Association standards.

Creates comprehensive action and improvement plans based on program survey data.

Ensures a positive working and program environment emphasizing the YMCA's areas of focus and character values.

Ensures high quality member-focused programs through innovative program development, evaluations and ongoing training of staff.

Works collaboratively with the Marketing Department for successful marketing, social media and communications development and implementation.

Assists in other department operations and special events as assigned by the Supervisor.

### **STAFF ENGAGEMENT & DEVELOPMENT**

Recruits, hires, trains, manages, develops, coaches, schedules, and directs staff and volunteers as needed. Reviews and evaluates staff performance. Develops strategies to motivate staff. Ensures records of staff certifications are current and complete. Conducts safety, certification, and service training for staff.

Models relationship-building skills (including Listen First) in all interactions. Maintains all certifications and training hours necessary for the position to include First Aid, CPR and O2 training, belay training, water safety training, etc.

### **MEMBERSHIP ENGAGEMENT & DEVELOPMENT**

Builds relationships with and among members, responds to inquiries and solves problems. Creates a safe and supportive community environment, assists in recruiting and engaging new members, and connects members to the YMCA's cause.

Cultivate deep and meaningful relationships with camp and OST parents and guardians.

### **BUDGET & FINANCIAL MANAGEMENT**

Plans and manages department budgets as approved in a fiscally responsible manner. Responsible for timely and accurate payroll for the department.

Develops, monitors, controls and prepares monthly reports for department budgets related to the position.

Provides leadership and support to the annual fundraising campaign which includes fund development and capacity building towards specific program departments.

Maintains accurate and up to date records, files, purchase orders, and billing/collection procedures and provides data and reports as required for assigned programs.

### **FACILITY MANAGEMENT**

Works with appropriate branch staff to provide program facilities for members that are safe, clean, adequately equipped, well maintained, and attractive.

Works cooperatively with the Building and Grounds Director to ensure the cleanliness and safety of all program and facility areas.

**The Y: We're for youth development, healthy living, and social responsibility.**

## **VOLUNTEER DEVELOPMENT**

Builds and develops volunteer capacity, sharing the social responsibility. Provides leadership and support to volunteer committees as assigned.

## **COMMUNITY INVOLVEMENT & SUPPORT**

Assists in YMCA fund raising activities/events, and engages in collaborative relationships with community organizations in order to strengthen support and build community.

Develops and maintains effective working relationships within the community.

## **Required Certifications**

Possess or ability to complete: 7D driver, Belay training, CPR/AED and First Aid (instructor level preferred) as well as water safety and instruction and other areas as assigned.

## **QUALIFICATIONS**

Leadership work experience in human services, social services, recreation, education, business or equivalent.

4+ years of full time experience in YMCA or related work with 2+ years in leadership of a summer camp.

Ability to direct programs through supervision of volunteers and staff, development and monitoring of budgets, marketing and public relations, program development and fund-raising. Have the ability to handle multiple tasks at the same time.

Demonstrated ability to produce positive results in the areas of program development, risk management, participant retention, and assertion with challenging tasks.

Demonstrated commitment to the mission and purpose of the YMCA including working with diverse populations.

Possess or ability to complete required trainings. Must have a clean driving record to be eligible for 7D.

Demonstrated ability in data driven decision making.

Ability to establish and maintain authentic and deepened relationships with community organizations.

Strong leadership skills.

Proven written and verbal communication skills.

A professional image and the ability to work harmoniously with staff, members and the community.

## **PHYSICAL DEMANDS**

1. While performing the duties of this job, sufficient strength, agility and mobility to perform essential functions and to supervise program activities in both indoor and outdoor locations is required.

2. The employee is often required to: climb stairs, bend, stoop, kneel, twist, reach with hands, sit, stand for an extended period of time, climb ladders, walk, lift and/or move up to 50 pounds, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity.
3. The work is performed both indoors and out, and may require travel to various locations. While performing the duties of this job the employee is exposed to weather conditions prevalent at the time.

### **COMPENSATION / BENEFITS:**

**Salary Details: \$45,000/annually!**

**The MetroWest YMCA offers a competitive wage and benefit package:**

- **Health & dental insurance**
- **Disability and life insurance**
- **10% Y Funded retirement plan**
- **MetroWest YMCA Membership**
- **Discounted program fees**
- **Paid time off and holidays**

Qualified and interested applicants please submit a cover letter and resume to [Employment@metrowestymca.org](mailto:Employment@metrowestymca.org) or apply online.

**TO APPLY, CLICK HERE TO FILL OUT THE APPLICATION. THEN, SAVE YOUR APPLICATION AND EMAIL IT TO EMPLOYMENT@METROWESTYMCA.ORG**