



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## METROWEST YMCA DAY CAMP JOB DESCRIPTION

Job Title: **Unit Director**

FLSA Status: Summer Seasonal

Reports to: Outdoor Center Director

Revision Date: March, 2022

---

### POSITION SUMMARY:

Works with the Outdoor Center Director and Leadership team to provide management of a safe and effective camp unit. Provides quality experiences for children, parents, and staff which is focused on the YMCA core values of caring, honesty, respect, and responsibility.

### ESSENTIAL FUNCTIONS:

1. Responsible for the safe and effective operation of a sub-camp unit, consisting of 40-250 campers and 6-50 staff members.
2. Supervises, supports, evaluates, and encourages staff throughout camp, including at the pool and at specialty areas.
3. Keeps accurate daily and session long attendance for all campers, submits it to the camp office staff daily and at the end of each camp week.
4. Keeps accurate daily attendance for all staff in their assigned unit and reports it to the Outdoor Center Director at the end of each week.
5. Communicates with the office staff about dismissal and pick-up changes.
6. Generates rosters for each group within their unit; paying special attention to ratios, camper requests, etc. Manages rosters for camper switches and makes sure all appropriate areas have updated copies at all times (pool, nurse, office staff).
7. Attends to camper and staff issues and takes steps to resolve problems in a timely and professional manner. Supports Inclusion staff as needed when addressing camper-related issues when necessary.
8. Serves as a short-term substitute counselor as needed in your unit or in another unit if needed.
9. Assists in the planning and delivery of staff training and meetings.
10. Plans and implements program activities that are culturally relevant, developmentally appropriate, and consistent with YMCA values.
11. Adheres to program standards including safety and cleanliness standards.
12. Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
13. Prepares for and participates in camp activities that include Family Fun Nights, theme days, dress up days. (All leadership staff are required to attend all Family Fun Nights).
14. Works with the leadership team to ensure that at least one member of the team is present to supervise and manage AM and PM care each day.
15. Communicates timely, openly and effectively with all camp staff regarding issues of concern or safety of staff and campers.

- 16. Attend all leadership meetings.
- 17. Maintains positive relations with parents and other staff. Models relationship-building skills in all interactions.
- 18. Assist with other camp tasks and additional responsibilities as assigned by Outdoor Center Director.

**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. Take the 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.

**QUALIFICATIONS:**

- 1. Must be 21years or older with a college degree or equivalent professional experience.
- 2. Previous leadership experience working with children, preferably in a day camp setting.
- 3. Experience preferred in one or more of the following areas: outdoor living, archery, boating, camping, songs/music, skits, sports, aquatics, recreational games, etc.
- 4. CPR, First Aid, certifications and Child Abuse Prevention training within 30 days of hire date.
- 5. Previous experience with diverse populations preferred.

**PHYSICAL DEMANDS**

Ability to plan, lead and participate in a range of activities in a variety of outdoor/indoor settings. Maintain a neat and orderly appearance adhering to the MetroWest YMCA Day Camp dress code. Be able to lift a minimum of 50lbs. Updated health form on file.

---

Employee Signature

---

Date

---

Supervisor Signature

---

Date