



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BOOTHBAY REGION YMCA JOB DESCRIPTION

Job Title: **Lead Instructor**
Job Status: **Seasonal**
Reports to: **Assistant Camp Director**

Departments: **Camp**
Revision Date: **September 2020**

POSITION SUMMARY:

Lead Instructors shall be responsible for implementing a high quality, camper-focused program. The Lead Instructor shall work directly with the Assistant Camp Director to help perform all duties relative to the design, coordination, supervision, management, and evaluation of all camp programs, camp staff, camper population, and special events related to Camp Knickerbocker.

JOB RESPONSIBILITIES:

- Responsible for the coordination and supervision of their designated program area (archery, waterfront, crafts, outdoor living skills, hiking/nature, sports/games, STEM, nutrition, gardening, fishing, tennis, biking, and Baldwin Center).
- Implements a high quality program that promotes youth development, healthy living and social responsibility by working with the Program Coordinator and their Assistant Instructors.
- Provides a positive environment for all campers and actively encourages participation to ensure growth and development.
- Provide leadership and management to the assistant instructors to include the training, supervision, scheduling and evaluations of each team member. Motivates staff to achieve goals.
- Maintains YMCA or national certifications. They include but are not limited to CPR/AED/First Aid through the American Red Cross.
- Ensures YMCA's, Redwoods and ACA camp safety standards are met.
- Support the YMCA mission through staff team support.
- Maintains positive relationships with fellow staff members that will support the philosophy and safety of all campers.
- Responds to parent and camper needs—if unsure how to handle a situation, refer to supervisor.
- Record and maintain appropriate records for injuries/incidents.
- Maintains records of each camper's progress through the program they lead. Works with Assistant Camp Director to ensure documentation is being done correctly.
- Works directly with assistant instructors to ensure they are completing their paperwork on time each week before closing ceremonies on Friday afternoons.
- Oversees putting together end of session packets for each camper (patches of level completion, etc.).

JOB QUALIFICATIONS:

- Have prior camping experience, working directly with campers as well as supervising staff.
- Excellent public relations skills, communication skills and problem solving abilities.
- Maintains skills and certifications necessary to meet the job requirements including those listed above.
- Ability to respond to safety and emergency situations.
- Be at least 21 years old.
- Completes all online trainings assigned by the Redwoods Institute.

YMCA COMPETENCIES (Leader):

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. 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.

PHYSICAL DEMANDS

- Must have the physical ability to lead and participate in camp activities which include but are not limited to: hiking, canoeing and swimming, team building initiatives, building campfires, physical games and activities.
- Must work in conditions that create dirt and dust.
- Perform essential program support to camp activities and programs which may include but are not limited to: semi-reaching to full-reach overhead, crouching, kneeling, working in narrow/confining spaces, twisting at the waist, and general physical activity.
- Must have the ability to physically manage and support children when needed for safety in general camp activities (child weighing 50-200 pounds).
- If applicable, pass lifeguard course and perform all skills required to be a lifeguard.

I have read and understand the duties and responsibilities of the Lead Instructor position and agree to abide by the spirit and intent of this job description.

Lead Instructor

Program Coordinator

Date

Date