



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Santa Monica Family YMCA Job Description

Job Title: Resident Camp Director
Incumbent:
Reports To: CEO

Job Status: Exempt, Full Time
Start Date:
Leadership Level: Team Leader

GENERAL FUNCTION

Under the direct supervision of the Chief Executive Officer, the Camp Big Bear Resident Director is accountable and responsible for the planning, development, maintenance, administration, expansion, and evaluation of the YMCA's Camp Big Bear site and program operations in accordance with the Association's policies and procedures. Administrative duties include managing lease group use and coordination of the Santa Monica residence camp programs, staff and volunteer development, supervision, fiscal control, program promotion, quality assurance, safety and risk management, special events and projects as assigned. This person is responsible for the implementation, supervision and operation of safe and quality programs to all users.

KNOW HOW

The Camp Director must have a Bachelors degree in a related field or a minimum of five years related experience and ACA accreditation experience. The Camp Director must be ambitious with outstanding organizational, human relations, and resident camp programming skills. This position requires supervisory and administrative skills, budget development and control experience, experience in resident camp operations, maintenance, planning and program promotion. Good written and oral communication skills. A self-starter who shows initiative to complete tasks and projects in a timely manner with minimum supervision. Experience in building community relationships.

The incumbent must be able to lift and carry at least fifty pounds properly and have some know how of construction and repair. Must be able to work outside in varied weather conditions including inclement weather. Efficient Mac and/or PC computer system skills are required. Must hold current First Aid and CPR certifications.

The Camp Big Bear Director must be professional, responsible and committed to working with people. Be able to model and instill core values of caring, honesty, respect and responsibility within all areas of performance. S/he must have a genuine interest in the Santa Monica Family YMCA mission, people and the ability to establish harmonious relationships with staff, volunteers, members, lay leaders and the community. Must be willing to accept additional responsibilities as requested.

KEY AREAS OF RESPONSIBILITY

1. Program Management & Administration: proper planning, promotion, execution and evaluation of the lease groups, including programmatic, financial, and logistical operations of Camp Big Bear.
2. Program Innovation
3. Safety & Risk Management
4. Facility & Grounds Management
5. Community Relationship Building

AREAS OF PERFORMANCE

CAMP PLANNING, OPERATIONS, EVALUATION & DEVELOPMENT

- Complete ACA accreditation and maintain certification and standards at all times.
- Aggressively market and secure new lease groups
 - Meet annually set goals for obtaining lease groups.
 - Negotiate dates and terms with lease groups and finalize contracts promptly.
- Assure retention of all returning and new lease groups.
 - Maintain good public relations with all lease groups providing a safe and caring and environment, doing everything possible to assure groups have an exceptional experience.
- Responsible and accountable for the smooth running and continuity of camps and the constant upkeep of Camp Big Bear by the standards set forth by the Santa Monica Family YMCA.
- Oversee and assure all camp development projects are completed in accordance with the YMCA's approved budget, timeline and scope of work.

- Plan, organize, and implement all assigned tasks, areas and programs with staff and/or volunteer assistance within specified time frames.
- Document and report monthly group usage that includes participant numbers.
- Send evaluation/surveys to all camp groups within one week of departure.
- Maintain adequate staff/volunteers to meet user group needs.
- Maintain detailed, organized files and records on all aspects of the camp.

STAFF MANAGEMENT

- Select, recruit, train and supervise all paid/volunteer staff for camp group use according to the YMCA's policies including cooks, lifeguards, housekeeping, program specialists and aquatic staff.
- Maintain up-to-date personnel files including required certifications (CPR, FIRST AID, ETC.)
- Provide proper orientation, training and supervision to all staff.
- Maintain written job descriptions for all staff.
- Assure all staff are dressed in proper attire while on duty and identifiable as Y staff.
- Assure staff receive, read, understand and abide by the YMCA Personnel Policies at all times.
- Assure staff follow through on assignments as required.
- Complete new hire files and submit to Human Resources within 3 days of hire.
- Assure proper coverage for all assigned areas.
- Develop and maintain current written job descriptions and employee records for all staff.
- Provide and maintain a current, written work schedule with scheduled breaks for all housekeeping staff. Assign detailed cleaning tasks and designated areas to clean.
- Monitor staff daily to assure quality cleaning, refilling supplies and trash removal.
- Provide information, training, and guidance to all department staff concerning preventive maintenance and proper care of facility and equipment within their area.

MAINTENANCE: SUPPLIES & EQUIPMENT; FACILITY & GROUNDS

- Assure the camp facility, grounds, supplies and equipment are maintained to the highest standard of cleanliness, safety and operable condition at all times.
- Assure supplies, parts, and equipment are on hand and in good working order, and all storage areas are organized and clean.
- Develop an annual preventive maintenance program and facility upkeep plan for each building, pool, major fixed-asset equipment (i.e. boilers, pool systems, etc.), and grounds.
 - Promptly execute to obtain immediate, visible results in dealing with upkeep issues and repairs to the facilities and the grounds.
 - Assure housekeeping tasks and aesthetic repairs are completed according to set standards through daily/weekly inspection of facility and equipment.
 - Monitor and address any safety, cleanliness or repair issues promptly.
- Create and adhere to an annual and monthly timetable for major maintenance and repairs to the facilities and grounds.
- Manage, coordinate and schedule projects to be completed in a timely manner.
- Inventory and document all equipment and supplies.
-
- Oversee basic maintenance and repairs to buildings and systems including electrical, plumbing, mechanical, carpentry, painting, fixtures, and lighting.
- Assure all equipment and supplies are repaired or replaced in a timely manner.
- Oversee and approve all purchases including, food, maintenance supplies, equipment and building needs.
- Assure all staff/volunteers are trained how to properly store and take care of equipment and supplies.
- Maintain accurate and complete records on all equipment and facility related maintenance including purchases, repairs and improvements in the Facility Dude software program.
- Keep a daily/weekly/monthly log recording all necessary pool repair information and daily readings.
- Assure state, county, city regulations and laws for building & safety are enforced and followed accordingly and address compliance issues immediately.

COMMUNITY RELATIONS – CAMP PROMOTION

- Assure all informational, promotional and communication materials meet YMCA brand standards.
- Be visible and accessible during group usage at all times.
- Manage social media accounts weekly.
 - Post and monitor on a monthly basis.
 - Add at least one new Y story quarterly.
- Follow the YMCA brand standard for development of all promotional materials and communications.

- Develop an annual marketing strategy and calendar. Distribute promotional materials to potential user groups.
- Respond to all suggestions/complaints within one week from the date received.
- Respond to all messages within 24 hours.
- Establish and maintain good relationships with volunteers, staff, neighbors, hosted groups and the community at large.
- Interact professionally and work cooperatively with lease groups and local agencies to ensure a quality experience for campers and guests.

BUDGET RESPONSIBILITY

- Prepare annual operation budget.
- Understand and adhere to budgetary guidelines set forth by the Santa Monica Family YMCA.
- Practice sound budget control skills for accountability of income and expenses set forth in the annual budget.
- Review monthly financial reports. Assess and correct discrepancies immediately.

SAFETY & RISK MANAGEMENT

- Assure a culture of safety and compliance with all risk management procedures and policies.
- Ensure staff is properly trained in safety procedures for proper operation of all equipment and camp areas including power tools, kitchen, program areas, pool and lakefront.
- Maintain current CPR & First Aid certifications at all times.
- Complete all child abuse prevention training annually.
- Develop and implement a safety and risk management procedures manual.
- Always take safety into consideration for self and others, use good judgment and proper safety techniques in the performance of duties.
- Know and train staff how to properly document incidents.
- Review all incident reports and send to immediate supervisor within 24 hours.
- Maintain current Food Manager certification.

OTHER PROFESSIONAL RESPONSIBILITIES

- Able to interpret and abide by all Association policies and procedures.
- Staff liaison to the Camp Big Bear committee.
- Responsible to a planned schedule including set office hours.
- Exemplify professional attire, attitude and conduct with staff, volunteers, Board, camp guests and the public.
- Submit in writing and receive approval for training events prior to attending.
- Draft and adhere to quarterly performance standards to meet job expectations.
- Attend staff meetings, other meetings, trainings and /or events as requested.
- Accept additional responsibilities when asked.
- Be visible and accessible for visiting groups at all times.
- Adhere to all policies and controls set forth by the Santa Monica YMCA.
- Able to drive between Camp and the Santa Monica YMCA when needed.

YMCA CAUSE-DRIVEN LEADERSHIP COMPETENCIES

Advancing Our Mission and Cause

Change Leadership: Facilitates, co-creates, and implements equitable change for the good of the organization and/or community

Engaging Community: Builds bridges with others in the community to ensure the Y's work is community-focused and welcoming of all, providing community benefit

Philanthropy: Secures resources and support to advance the Y's work

Volunteerism: Engages volunteers and promotes social responsibility at all levels of the organization

Building Relationships

Collaboration: Creates sustainable relationships within the Y and with other organizations in service to the community

Communication & Influence: Listens and expresses self effectively and in a way that engages, inspires, and builds commitment to the Y's cause

Inclusion: Values all people for their unique talents, and takes an active role in promoting practices that support diversity, inclusion, and global work, as well as cultural competence

Leading Operations

Critical Thinking & Decision Making: Makes informed decisions based on logic, data, and sound judgment

Fiscal Management: Manages the Y's resources responsibly and sustains the Y's nonprofit business model

Functional Expertise: Executes superior technical skills for the role

Innovation: Creates and implements new and relevant approaches and activities that improve and expand the Y's work and impact in the community

Program/Project Management: Ensures program or project goals are met and intended impact occurs

Developing & Inspiring People

Developing Self & Others: Develops self and supports others (e.g., staff, volunteers, members, program participants), both formally and informally, to achieve their highest potential

Emotional Maturity: Demonstrates ability to understand and manage emotions effectively in all situations

JOB DESCRIPTION REVIEWED AND UNDERSTOOD

This job description is not intended to be all-inclusive. It is understood that the employee will also perform other reasonable related business duties if requested by the immediate supervisor or CEO. Job descriptions are viewed annually and subject to be revised as necessary. This job description is not a written or implied contract.

I hereby certify that I am able to perform the essential functions of the job listed above. I acknowledge I have read, received and understand the Job Description listed above. I agree to follow all camp and YMCA policies and job responsibilities. I understand I may be asked to perform other duties that are not listed above.

I understand that my relationship with the Santa Monica Family YMCA remains employment-at-will. That is, it may be terminated at any time with or without cause, with or without notice.

By example, in performance through behavior and interaction with other staff, members and guests, I will further the goals and objectives of the Santa Monica Family YMCA and make a positive contribution to the success of the Association.

In performance, through behavior, I will be more intentional in my actions to assure a culture of Safety and Accountability in performing my duties.

I have read, understand and received the above job responsibilities. I agree and am able to fulfill all requirements necessary for job performance as described above.

Employee Signature

Date

CEO Reveiwed

Date