

**YMCA of Greater Nashua
Camp Sargent**

JOB DESCRIPTION

Title: Arts & Crafts Program Director

Reports to: Camp Director

General Function:

Under the direction of the Camp Director, the Arts & Crafts Program Director is responsible for planning and leading age appropriate activities for the full summer of Camp Sargent. During the session(s) of your particular “specialty camp” you are responsible for developing, planning and executing age appropriate curriculum/lesson plans for the entirety of the session(s). This position works directly with children ages 5 - 16 years old. This position is directly responsible for the safety and supervision of the children in your program area at ALL times.

General Personal Traits:

The candidate must have the ability to work with people of all ages in both formal and informal settings. They should be knowledgeable in the camping programs they are programming for, and should be creative in bringing new ideas to the program. The candidate should be energetic and have a positive attitude, looking for the best in themselves and in the people around them. They must be able to interact with parents, and represent the YMCA of Greater Nashua in a positive light. They must also be positive and nurturing to children, and should be able to set consistent limits for the children.

Qualifications:

1. Must be at least 21 years of age.
2. Must have prior experience in child care, day camp, or recreational leadership with children.
4. Experience in teaching camp activities in the program area they have been hired for.
5. Must possess current certifications as it relates to the “specialty” position OR must have an extensive background in the specialty with recommendations to follow.
5. A commitment to working daily with youth in a day camping outdoor environment.

Performance Responsibilities:

1. Attend all pre season staff training sessions.
2. Attend all staff meetings.
3. Plan and actively lead activities within the program area by age appropriateness.
4. Provide daily supervision to the program participants at all times.
5. Maintain and correctly store all equipment for the program area with a detailed inventory.
6. Assist the Camp Director in the inventory and ordering of supplies for the program.
7. Research community businesses that would like to generously donate goods and services to your program.
8. Provide the Camp Director with a written lesson plan for each specialty camp session(s), including several plans for rainy days.
9. Maintain a positive relationship with campers, parents, and staff.
10. Promote the values of the YMCA by being a positive role model for all campers.
11. Care for and maintain all camp property and equipment used.
12. Promote good personal relationships among campers.
13. On a daily basis keep your program area clean and organized.

14. Responsible for designing various sets to be used in the two performances to be put on by the Performing Arts Camps. In doing so you will be working closely with the Performing Arts Director.

Physical Requirements:

1. Must be able to lift up to 60 pounds.
2. Must be able to act and move around the Camp Sargent facility fast enough to keep children safe.
3. I understand that I am required to submit a doctor's physical form dated within two years of MY first day of summer camp. Furthermore, I understand that I cannot begin employment until a copy of this physical form is submitted to the camp director. No exceptions.

Work Season / Hours:

This is a summer seasonal position. Hours are between 9:00 AM - 4:00 PM. As a Program Director you *may* be needed during Pre/Post Camp hours, but you are to not exceed 40 hours per week. All other days off must be approved, in writing, by the Camp Director at least two weeks prior to the date desired off.

**At times, as a Program Area Director you may be asked to work a non-camp Sargent event. This will be strictly on a voluntary basis. Rate of pay/hour may not reflect your regular rate of pay but will be made clear to you at the time of signing up for the event(s).*

Agreement:

I have read and understand the Job Description for Camp Sargent Program Director. I agree to fulfill all requirements necessary for the performance of all job segments as described. I understand that periodic performance reviews will evaluate my performance. I will further the goals and objectives of the YMCA of Greater Nashua, and make a positive contribution to the association by example, in performance, through behavior, and in interaction with other employees, campers, volunteers, members, and guests.

Staff Member's Signature _____ Date _____

Camp Director Signature _____ Date _____