

# Camp Foster YMCA

## Job Description

**Job Title:** Camp Executive Director

**Pay Grade:** Exempt - 18

**Reports to:** CEO

**Job Summary:** To work as part of the YMCA Leadership Team in building programs that promote Healthy Living, Social Responsibility and Youth Development by providing leadership for all aspects of the daily operations of the Camp Foster YMCA. Provide leadership and vision for all aspects of programming, staff development and operational efficiency.

### Essential Functions:

#### 1. Overall

- a) Support the mission of the YMCA.
- b) Incorporate the YMCA character development Caring, Honesty, Respect, Fairness and Responsibility in our daily routine and incorporate these character traits when interacting with staff and members.
- c) Maintain a positive working relationship with fellow staff and members of all ages and background.

#### 2. Program Management

- a) Ensure that the planning, implementation and quality of **All** Camp Programs in coordination with other Camp Program staff.
- b) Responsible for knowing, understanding and overseeing the implementation of all regulations necessary to secure and maintain licensing and to ensure a good relationship with parents, campers, groups, and regulating organizations(YUSA, ACA, etc.).
- c) Provide guidance to Camp Leadership Team for program standards and risk management
- d) Be hands on at program areas as necessary
- e) Coordinate with the Programs as to provide quality daily care and effective emergency responses
- f) Coordinate with Camp's Head Cook for menu planning and cost-effective purchasing
- g) Available as the staff member to handle any issues needing parental contact
- h) Perform other duties as directed by supervisor

#### 3. Supervision

- a) Recruit, train, schedule, supervise, and evaluate all Leadership Staff, selected program staff, and volunteers of Camp Foster.
- b) Conduct staff meetings and trainings as needed to keep staff informed and certified.
- c) Develop and implement training process for staff to prepare them for work and leadership development.
- d) Work with committees of the Board of Directors

#### 4. Property Management

- a) Responsible in partnership with Camp's Property Manager for all of Camp Foster's physical assets are maintained to the highest standards of cleanliness, safety and operable condition at all times.
- b) Oversee and guide the execution of Camp's written maintenance plan in partnership with Camp's Property Manager.
- c) Assure all staff/volunteers are trained in safe and proper use of Camp equipment and supplies.

#### 5. Budget

- a) Monitor income and expenses and stay within budget of all programs. All variances must be reported to CFO with explanations.
  - b) In cooperation with the Leadership Team, CFO and CEO, develop, monitor, and implement the annual budget.
  - c) Provide input into the development of camp programs department budgets.
  - d) Responsible to monitor staffing patterns and make recommendations or needed changes to CEO.
  - e) Provide weekly reports regarding participant registration and staffing.
- 6. Camp Promotion and Community Relations**
- a) Design and implement marketing program in partnership with Communications Director for all Camp Foster programs
  - b) Distribute materials in a timely and efficient manner for all programs
  - c) Develop a method to communicate with alumni and share opportunities
  - d) Continually research new avenues for marketing distribution
  - e) Marketing goals are based on statistical analysis of the previous years and current camping trends
- 7. Financial Development**
- a) Provide leadership in all of Camp's Annual Strong Kids Campaign, Project 130 and Capital Fundraising efforts.
  - b) Contribute grant research and writing for various opportunities for Camp programs
  - c) Cultivation and Development of Alumni and Donor Relationships through an established
  - d) Provide leadership and vision to camp alumni and community on development of sustaining gifts and capital gifts to Camp Foster.
- 8. Volunteer Development**
- a) Develop and maintain a record system for camp volunteers in partnership with Association Office.
  - b) Recruit, supervise and train program volunteers for all areas of Camp Foster
  - c) Provide potential policy volunteers suggestions to the CEO for YMCA Governance consideration.
  - d) Act as a staff liaison to various committees served by the YMCA association.
  - e) Attend all YMCA of the Okobojis Board Meetings
- 9. Qualifications**
- a) Accredited 4-year college degree
  - b) Must be willing to attain appropriate certifications to run day camp, resident camp, and ACA certification programs.
  - c) 3 years minimum experience in a supervisory capacity
  - d) 3 years minimum experience in all aspects of resident camping.
  - e) YMCA Multi-Team or Branch Leader Certification preferred while working to achieve a YMCA Organizational Leader Certification.

**Camp Housing:**

Camp leadership staff are required to live on Camp property unless approved otherwise.

**Working Conditions:**

- Ability to work nontraditional hours in a salaried exempt role.
- Ability to be ambulatory in a camp setting.
- Must be able to lift up to 20 pounds frequently.
- Position may require bending, leaning, kneeling, and walking.
- Ability to speak concisely and effectively communicate.
- Ability to view/enter data for extended periods of time.

**Effect on End Result**

The effectiveness of a competent Camp Executive Director will be a steady growth and retention of members, program participants, and individuals involved in the programs of the Camp Foster YMCA. The Camp Program Director will impact the community understanding of the “Y” and its mission. The “Y” will be known as the leader in the community, as a mission-driven, values-driven, ethical organization.

Specifically agreed upon goals will be mutually established and reviewed at least once per year. The measurement of the Camp Executive Director’s performance and effectiveness will be based on the accomplishment of these goals.

WE UNDERSTAND AND MUTUALLY ACCEPT THAT THE ABOVE DESCRIPTION REPRESENTS OUR AGREEMENTS AS TO THE JOB TO BE PERFORMED.

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Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
CEO

\_\_\_\_\_  
Date