

**eliminating racism**  
**empowering women**  
**ywca**  
**Glendale**

<b>Job Title</b>	Camp Program Coordinator/Site Director	<b>Department</b>	Communications/Development
<b>FLSA Status</b>	Non-Exempt	<b>Reports to</b>	Executive Director/Associate Director
<b>Classification</b>	Part-time/Full-time, Seasonal	<b>Revision date</b>	03/2019
<b>Schedule</b>	Monday – Friday	<b>Hours</b>	Varies
<b>Pay</b>	\$20-\$22/hour	<b>Benefits Eligibility</b>	No

**About Us**

YWCA Glendale is a nonprofit organization and local association member of the YWCA USA. YWCA Glendale unites in the following statement of the mission of the YWCA USA and is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom, and dignity for all. YWCA Glendale’s purpose is to ensure the health, safety, and economic empowerment of women, children and families and to strengthen communities to prevent and break the cycle of domestic violence. YWCA Glendale provides resources and support to survivors of domestic violence and their children and through our education and prevention efforts we empower women, girls and families to build healthy relationships, achieve self-sufficiency, and live free from violence.

**About YWCA Summer Camp Programs**

Camp Hope - Camp Hope summer day camp is a partnership between YWCA Glendale and Glendale Arts. This partnership focuses on providing children who are victims of family violence with an opportunity to build relationships with other children who share similar experiences. Camp Hope provides them with a safe, fun, and engaging camping experience so they can just be children. Camp Hope will integrate arts and socio-emotional development for children ages 6-11. Our camp will offer eight weeks of visual and performing arts in the following areas: musical theatre ensemble, improv, drawing, painting, creative writing, dance/movement, acting and bookmaking.

Camp Rosie - In partnership with Soroptimist International of Glendale, YWCA Glendale is offering a no-cost girls empowerment camp for 7th-9th grade girls. Named after Rosie the Riveter, Camp Rosie is a 2-week summer day camp where girls can explore what the world has to offer them by learning trades and skills not often taught to young girls. In this girl-centered space, campers have an opportunity to express their potential while building friendships and making connections with female entrepreneurs and role models.

### **Position Summary**

The Camp Program Coordinator/Site Director oversees the day to day operations of YWCA Glendale's Summer Camp programs and activities, including staffing and supervision of day camp staff & volunteers, program quality, policy and procedures, risk management, parent concerns and complaints, daily program scheduling, assistance with participant account management and all other duties as requested by the Associate Director. Will also be responsible for program food & supply expense oversight and registration management as well as coordinating any facility request to implement summer activities. The incumbent will also help in the hiring of part-time staff members including the Assistant Site Director(s) and Camp Counselors for Camp Hope and serve as the Lead facilitator for Camp Rosie.

This is a temporary/seasonal job to support summer recreation day camp programming. The assignment will start on a part-time basis beginning April 22<sup>nd</sup> and transition to full-time with up to 8 hours a day for up to eight weeks from Monday, June 17 through Friday, August 9.

### **Essential Functions**

These are core functions of the job. Competent performance of all essential tasks is critical to the continued employment of the employee in this position.

#### **Camp Hope Responsibilities include:**

- Oversee Camp Hope Assistant Site Director, Camp Counselors, and youth volunteers to ensure a quality camp.
- Oversee Camp Hope registration process and keep accurate records and files for each participant.
- Coordinate and schedule youth volunteers with the National Charity League and provide training and onboarding of all volunteers.
- Coordinate the summer camp schedule with Glendale Arts and other community partners.
- Coordinate summer lunch and snack program.
- Assist in the development of programing and with hiring and handling staff.
- Assist the Camp Hope Assistant Site Director in overseeing the daily activities, general camp operations, and programs.

#### **Camp Rosie responsibilities include:**

- Build and maintain a strong relationship between the YWCA and Middle/High schools, teens, parents and family members, school administrators, volunteers, corporate, co-workers, and the community.
- Establish an open dialogue of trust and support in the true spirit of camaraderie and the YWCA mission with staff and the community.
- Manage programs and activities on a daily basis ensuring they run smoothly.
- Implement Safe Dates curriculum with program participants, conduct pre and post test and develop final reports.
- Facilitate training and onboarding of volunteers.
- Ensure a positive public relation and appearance in the community.
- Work with community and corporate volunteers.
- Handle compliance for volunteers.
- Travel to area program sites.

**Other Responsibilities include:**

- Plans and schedules programs and activities.
- Inventories and orders recreation and instructional equipment and supplies.
- Responsible for the care and upkeep of the site.
- Understands the inclusion of children with disabilities.
- Addresses parent/guardian or participant concerns.
- Supervises camp staff and participants during field trips.
- Coordinate quality and safety before and after care for camp programs.
- Manage tracking of metrics and information to ensure the programs perform effectively in all key areas.
- Maintains records and submits reports in a timely manner (attendance reports, progress reports, weekly summary reports, time cards, accident reports, program planning proposals and evaluations).

**Performs other related duties as requested.**

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**Competencies**

- **Respectfulness & Relationship Building:** Builds constructive working relationships characterized by a high level of acceptance, cooperation, mutual respect, and consideration and acceptance of the opinions of others.
- **Commitment to Quality Service:** Builds and maintains community satisfaction with the services offered.
- **Team Focused & Collaborative:** Promotes cooperation and commitment within a team to achieve goals and objective; collaborate with team members, sharing ideas and differences openly; be receptive to new ideas and adapt to change as necessary
- **Self-Accountability & Work Standards:** Sets high standards of performance for self and assumes responsibility and accountability for successfully completing assignments or tasks.
- **Stress tolerance:** Maintains composure in highly stressful or adverse situations.
- **Professionalism and Personal Boundaries:** Conducts self within appropriate and expected professional boundaries and policies.
- **Conflict Management:** Helps others to effectively resolve complex or sensitive disagreements or conflicts.
- **Valuing Diversity:** Helps to create an environment that embraces and appreciates diversity. Promotes a culture that highly values the voices of women and girls.
- **Confidentiality, Integrity, Ethics and Trust:** Maintains confidentiality and earns others' trust and respect through consistent honesty and professionalism in all interactions.
- **Good Judgment:** Considers impact of personal and professional choices. Consistently makes decisions in keeping with organizational values, supervisor's direction and common sense.
- **Problem Solving:** Able to handle common problems without supervisor intervention while knowing when supervisor participation is warranted. Able to foresee when actions

might have consequences to others and communicates appropriately before implementing changes.

- **Organizational Culture:** A commitment to the agency's mission of the YWCA. Familiarity or experience with issues that impact the lives of people supported by the YWCA. Sensitive to issues of confidentiality and diversity.

## **Qualifications**

The candidate must meet the following criteria in order to be considered for employment in this position.

- Applicants must be at least 21 years old, have 2 years of leadership responsibilities, have a valid driver's license, and be able to attain CPR/First Aid certification.
- 3+ years of full-time experience in implementing a variety of community recreation programs and activities is required.
- Bachelor's degree in Education, Kinesiology, Child/Human Development, or other related field is preferred (Current college student with these majors will also be considered).
- Basic computer skills, good phone etiquette and interpersonal skills is a must.
- Recent experience in supervising day camp programs, coordinating the implementation of recreation activities for youth participants in a group setting, and supervising staff.
- Experience working with youth with disabilities and other special needs is preferred.
- Experience working with teen girls is a plus.
- Successful completion of a Background check.
- Knowledge in organized public recreation programs and organization, equipment/supplies used for recreation activities, and record keeping procedures.

## **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to lift, pull and lower up to 30 pounds.
- Must be able to bend in all directions and squeeze with arms and hands.
- Ability to stand for long periods of time.
- Ability to adjust from sitting to standing with ease.

**To apply, please submit a Cover Letter and Resume in pdf format to [jobs@glendaleywca.org](mailto:jobs@glendaleywca.org).**

**YWCA Glendale is an Equal Opportunity Employer and is committed to staff diversity.**

The YWCA Glendale prohibits discrimination on the basis of age, gender, race, ethnicity, national origin, cultures, religion, immigration status, veteran status, political beliefs, sexual identity, ability/disability, and health/mental health status in all its programs and activities, not only in respect to employment practices but also in the delivery of services.