

Edwards YMCA Camp

Job Description

Position: Program Specialist

Association: Golden Corridor Family YMCA

Timeframe: Seasonal; August-May

General Function

Through the direction of the Environmental Education Director and Groups and Retreat Director, the Program Staff fill an extremely integral role at Camp Edwards. Program Specialist facilitate a wide variety of programs from high ropes and canoeing to animal husbandry and ecology curriculum. Program Specialists are the face of Camp Edwards long history of Outdoor Education and Group Retreat as they provide excellent customer service and quality programming.

Job Duties

Program

1. Meet groups and acclimates them about the facility and emergency procedures.
2. Facilitate groups during activity periods such as the climbing wall, canoeing, low ropes course, archery, tube slide, etc.
3. Be able to prepare, lead, teach, and assist all Environmental Education lessons, after proper training.
4. Assist the director(s) in communicating the needs of groups prior to their arrival.
5. Participate in campfires, including leading them, starting them, and assisting with snacks or beverage requests.
6. Lead the group in the dining hall with food procedures, cleaning procedures, and set up.
7. Provide walk-throughs with arriving and departing groups to check cabin and lodge integrity
8. Assist the program department in cleaning cabins after groups depart
9. Communicate with the kitchen as it relates to the number of people in a particular group to maintain an accurate count.
10. Help in keeping program areas safe and functional
11. Keep program areas clean and in good repair
12. Identify unsafe conditions and bring it to the attention of the Director(s)
13. Be trained to safely facilitate the high ropes course and zip line.

Office Assistance

1. Assist the Director(s) in contacting groups in an effort to confirm desired activities/lessons
2. Assist the office in answering phones and helping with guests questions
3. Assist the office staff with filing, data entry, and mailings

Overall Camp Operation

1. Assist in the kitchen when needed to serve guests or other duties
2. Assist maintenance in duties within your scope of ability
3. Assist Campkeeping with cleaning duties when requested

Edwards YMCA Camp is pleased to offer you the position of Program Specialist for the 2022/2023 school year with options to continue with discussion with the program directors. Salary of \$400 per week or \$800 per pay period, with room and board. Ten days on duty with 4 days off, during a pay period. Your employment will include a YMCA Membership. Workman's compensation is limited only to work-related injury/ accidents.

Employment with the YMCA is "at will" and either the YMCA or the staff member may terminate the relationship at any time, with or without notice, and for any reason or for no reason.