YMCA of the northwoods

Job Title: Camp Enrichment Specialist

FLSA Status: Seasonal Non-Exempt (15-30 hrs./wk: July and August) Revision Date: 3/27/2024

**POSITION SUMMARY:**

Under the direction of the Program Director or Executive in charge, the Camp Enrichment Specialist, in harmony with the Christian nature and Mission of the YMCA shall be responsible for the planning and implantation of Enrichment Programs that engage and hold the interest of participants with the potential to create, plan and implement new programs based on their own unique skills and interests. This position supports academic, social-emotional growth, life skills practice and leadership development for middle school age participants.  This staff must model relationship-building skills in all interactions and develop and maintain positive relationships with community members, participants, parents, and other YMCA staff. This role will support the mission, purpose, and goals of the YMCA, while performing their job duties and responsibilities.

**ESSENTIAL RESPONSIBILIES:**

1. Maintain an environment that is safe, neat, and inviting.
2. Maintain accurate, complete, and timely client and agency records and program attendance.
3. Act as a mandated reporter and conduct daily on-going health evaluations of participants to ensure safety and well-being of each participant, reporting conditions that require attention.
4. Serve as a positive role model for campers, fostering a spirit of respect, community, and fun.
5. Act as a liaison between the YMCA of the Northwoods, program participants, parent/guardians, and the community.
6. Plan, conduct and evaluate programs for developmentally appropriate activities and learning experiences for participants. Create opportunities to meet the changing needs of the participants.
7. Design and implement a variety of programs that cater to the interests of middle school students, including but not limited to cooking, STEAM (Science, Technology, Engineering, Arts, Mathematics), gaming, and art.
8. Provide frequent, positive, and warm interactions with participants. Utilize positive guidance techniques which promote self-esteem and personal growth for participants.
9. Maintain effective parent relations with communications and ongoing documentation about participant’s development in the program.
10. Learn and implement SMART service practices.
11. Work with Program Director and Youth Leaders to formulate session curriculum plan and supply lists.
12. Perform all other duties as assigned.

**Skills and Qualifications:**

1. Be at least 18 years of age.
2. Previous experience working with middle school-age children in an education or recreational setting.
3. Effective verbal and written communication skills, along with the ability to effectively implement and share knowledge with participants.
4. Ability to work independently or as part of a team.
5. Certification in First Aid and CPR or the ability to attain.

**EFFECT ON END RESULTS**:

1. Effective relationship building that manifest into personal relationships with other members, staff, volunteers, families.
2. Works well with other staff to promote YMCA values.
3. Models the YMCA mission and values while on the job.
4. Maintains and grows high quality programs for participants.

**PHYSICAL DEMANDS**.

1. Ability to perform all physical aspects of the position, including lifting/carrying 50 pounds, walking, standing, bending, reaching, lifting techniques.
2. Ability to speak, see and hear.

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I understand and mutually accept the above descriptions to the job to be performed.

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Camp Enrichment Specialist Date