

YMCA Camp Winona

Job Description

Title: Girl's Village Director

General Function: Under the supervision of the Executive Director the Girl's Village Director is responsible for the supervision, safety and operations of the Girls Camp area. All cabin life aspects of the girl's village are under their supervision.

Essential Functions:

1. Responsible for cabin life issues that deal with campers (home sickness, behavior issues, parents issues, check-in and check-out, daily schedule posted in cabin, etc.)
2. Responsible for staff issues (attitude, morale, well-being, camper care etc.)
3. Assist with cabin assignments for campers and staff
4. Perform daily visual observation of all cabin counselors
5. Assist with the selection of honor cabin
6. Present awards on closing night
7. Liaison between the health center and campers/counselors
8. Supervise and evaluate cabin staff two times a season (mid-season and post)
9. Assist in opening/closing day activities as needed
10. Assist with staff training
11. Assist in planning and organizing closing banquet for staff
12. Assist in Evening Programs and all camp-wide activities
13. Supervise campers during Free Time
14. Participate in the Director of the Day
15. Conduct announcements during meal times
16. Assist with vespers
17. Participate in performing nightly bed checks of campers and staff
18. Create and be able to implement a "rainy day" plan along with the Leadership Team
19. Attend all staff meetings
20. Assume additional responsibilities as directed by camp directors
21. Complete and maintain on an ongoing basis the designated areas for accreditation with the American Camp Association.
22. Strive to ensure all cabin areas are safe, fun, and promote youth development and life learning skills.
23. Must be committed to carrying out the basic team purpose of YMCA Camp Winona and the Volusia Flagler YMCA.
24. Ability to serve and respond in a positive, respectful, timely, caring manner to a diverse background of user groups.

Pre-requisites:

1. Minimum of 21 years of age
2. Minimum of rising sophomore in college or equivalent
3. Current First Aid and CPR
4. Supervisory Experience
5. Computer skills, including Access, Excel , Word, and PowerPoint

Physical Requirements:

- Walking (3 miles a day)
- Pushing (100 lbs.)
- Pulling (100 lbs.)
- Standing
- Lifting (50 lbs.)
- Stooping
- Carrying (50 lbs.)
- Crouching
- Kneeling
- Sitting

Effect on End Result

Through effective supervision and close attention to mission, rules and regulations, the Girl's Village Director will assure that YMCA Winona's mission goals, camp goals, and excellence in quality goals are achieved.