

# YMCA Camp Winona

## Job Description

### Title: Teen Leadership Director

**General Function:** Under the supervision of the Executive Director, the Teen Leadership Director is responsible for the oversight of the LIT (Leaders In Training) program and the CIT (Counselor In Training) program preparing teens to become staff members. They also work with the Leadership Team to help plan and implement all camp-wide activities and evening programs.

### Essential Functions:

1. Provide direction and role model positive behavior to all staff and Leaders/Counselors in Training
2. Develop and implement programming for leadership development programs
3. Work with Executive Director to develop and review curriculum for CIT training sessions
4. Develop and maintain a CIT and LIT Manual
5. Develop CIT daily schedules, including, but not limited to: Skill Class availability, CIT training sessions, CIT duties during free time
6. Prepare staff for CIT evaluation process, follow-up to ensure completion, and review evaluations after completion
7. Supervise and evaluate CIT and LIT participants each session
8. Assist in leading the pre-summer staff training program
9. Assist in opening/closing day activities as needed
10. Assist in planning and organizing closing banquet for staff
11. Assist in organizing evening programs and camp-wide activities
12. Supervise campers during Free Time
13. Participate in the Director of the Day
14. Conduct announcements during meal times
15. Assist with Vespers
16. Participate in performing nightly bed checks of campers and staff
17. Attend all staff meetings
18. Complete and maintain on an ongoing basis the designated areas for accreditation with the American Camp Association
19. Must be committed to carrying out the basic team purpose of YMCA Camp Winona and the Volusia Flagler YMCA
20. Ability to serve and respond in a positive, respectful, timely, caring manner to a diverse background of user groups
21. Communicate positively and enthusiastically with campers, parents, staff and volunteers
22. Treat each child with dignity and respect
23. Report all accidents and incidents involving self, participants, guests or other employees
24. Familiar with and able to implement emergency procedures
25. Assume additional responsibilities as directed by camp directors

**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. Experience working with teens and teaching leadership skills
5. Supervisory Experience
6. 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 Teen Leadership Director will assure that YMCA Camp Winona's mission goals, camp goals, and excellence in quality goals are achieved.