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RED WING YMCA JOB DESCRIPTION

Job Title: Assistant Director – YMCA Camp Pepin
Starting Rate: \$500/week; Room and Board
Employment Dates: June 1st to August 18th, 2025

FLSA Status: Seasonal
YMCA Leadership Level: Leader
Reports to: Camp Pepin Director

POSITION SUMMARY:

The Assistant Director of Camp Pepin plays a critical role in the success of the summer camp program, working closely with the Camp Director to oversee staff performance, camper experience, and facility management. This position requires strong organizational skills, effective communication, and the ability to create and manage camp schedules. The Assistant Director also serves as a key point of contact for parent communication and uses CampMinder software to generate reports and manage camper information.

Throughout the summer, the Assistant Director is a major source of support for staff, helping them navigate challenges, maintain high standards, and ensure the smooth operation of camp. Responsibilities include creating weekly schedules, cabin assignments, duty schedules, and skill class rosters, as well as managing camper behavior, health, and safety. A passion for working with youth, a commitment to YMCA values, and strong leadership are essential for this role.

ESSENTIAL FUNCTIONS:

1. **Role Model and Leadership:** Serve as a role model for campers and staff, embodying the YMCA's mission and values, and leading by example in daily camp operations.
2. **Parent Communication:** Act as a key point of contact for parents, handling communications, addressing concerns, and ensuring that parents are well-informed throughout the camp session.
3. **Scheduling and Operations:** Create and manage weekly camp schedules, including cabin assignments, duty rosters, and skill class schedules. Use CampMinder software to run reports and organize camper and staff information.
4. **Staff Support and Development:** Provide ongoing support to staff throughout the summer, helping them navigate challenges, stay organized, and maintain high performance in their roles.
5. **Program and Facility Management:** Oversee mealtime, recreational activities, and facility use, ensuring that camp operations run smoothly, and all facilities are clean and safe.
6. **Behavior Management:** Support the management of camper and staff behavior, fostering a positive, inclusive environment and addressing any issues as they arise.
7. **Camp Leadership:** In the absence of the Camp Director, serve as the acting administrator of camp operations, making decisions and handling emergencies as needed.

YMCA COMPETENCIES (Leader):

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Seeks first to understand the other person's point of view and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work, and actively participates in meetings.

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates openness to change and seeks opportunities in the change process. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

EXPECTED HOURS OF WORK

The expected summer camp hours for the Camp Pepin Assistant Director will be midmorning Sundays through Friday evenings. Camp Pepin Assistant Director may assist with the preparation and planning of Staff Training via virtual meetings before camp starts. The Assistant Director is expected to be onsite 24 hours a day when camp is in operation, unless otherwise communicated with the Camp Director. There are times when staff will be off or away from children when camp is in session, though the camp director will develop a schedule of duty times.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

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.

- Visual/auditory ability to identify/respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid; must be able to assist campers in an emergency (fire, evacuation, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Some physical requirements of a Resident Counselor position could be endurance including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs; willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, bats, etc.

SUPERVISORY RESPONSIBILITIES

This position has direct supervision of the Program Director and Program staff, resident and assistant counselors, and support staff.

TRAVEL

Camp Pepin Staff who have proper driving authorization may take children on day and overnight trips, depending on skills, knowledge, and personal job duties within camp. Staff may also be required to travel to Red Wing area to retrieve a van from the Red Wing Area Family YMCA fleet.

QUALIFICATIONS

1. Must be at least 21 years of age.
2. Must possess at least 3 years of professional experience in a camp setting.
3. Must be able to obtain or become certified in First Aid/CPR and Lifeguarding (camp will provide certification).
4. Ability to understand, adapt to, and interact with diverse people, teams, perspectives, and cultures.
5. Must possess the desire and ability to work and live with youth (7-17 years old) in an outdoor environment.
6. Must be knowledgeable in computer functions (word processing, spreadsheet data input, publication design, etc.) and software programs (Microsoft Windows, Microsoft Office).
7. Willingness to collaborate with staff to create an inclusive and supportive environment for all age levels.
8. Must pass a background check and, if necessary, a motor vehicle check to ensure a valid license and safe driving record.

AAP/EEO STATEMENT

The Red Wing Area Family YMCA (the Y) provides equal employment opportunities (EEO) to all employees and applicants for employment with regards to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Y complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

SIGNATURES

This job description has been approved by all levels of management. Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____