



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

RED WING YMCA JOB DESCRIPTION

Job Title: Leadership Director – YMCA Camp Pepin
Starting Rate: \$450/week; room and board
Employment Dates: June 4th to August 18th, 2025

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

POSITION SUMMARY:

The Leadership Director at Camp Pepin is responsible for overseeing the Leaders-in-Training (LIT) program for ages 13-15, the Counselors-in-Training (CIT) program for ages 15-17, and the Teen Camps, which provide one- and two-week elevated resident camp experiences for older campers. The Leadership Director plays a key role in guiding LITs and CITs through leadership development, team-building activities, and hands-on experience within cabin groups. During the second week of each leadership session, the Leadership Director works closely with cabin counselors to provide feedback, supervision, and mentorship to help participants grow as leaders. In the Teen Camps, the Leadership Director ensures that older campers experience more advanced challenges and responsibilities, preparing them for leadership roles both at camp and beyond.

These programs are essential to the long-term success of Camp Pepin, offering older campers a continued connection to the camp and developing potential future staff. When the leadership programs are not in session, the Leadership Director assists the Program Director with staff evaluations, coaching, and support, contributing to the overall growth and development of the current camp staff.

ESSENTIAL FUNCTIONS:

- Develop Leadership Curriculum:** Plan, prepare, and implement curriculum for the LIT and CIT programs using Camp Pepin's existing materials and plans, while adapting them as needed to meet the unique needs of each group and enhance leadership development.
- Mentor and Support:** Guide LITs and CITs through their integration into cabin groups, providing ongoing feedback and supervision to help them grow as leaders.
- Staff Development:** Assist in planning staff training sessions, conduct leadership-related workshops, and contribute to staff evaluations and ongoing support throughout the summer.
- Lead by Example:** Model the expectations of a camp counselor in daily actions and interactions, promoting leadership, responsibility, and inclusivity.
- Ensure Safety and Supervision:** Ensure LITs, CITs, Teen Camp participants, and campers are properly supervised at all times, maintaining a safe and supportive environment.
- Engage in Camp Life:** Participate in camp activities, meals, and events throughout the day, maintaining visibility with both staff and campers to foster a positive camp culture.
- Contribute to Camp Pepin's Legacy:** Embody the values and mission of the YMCA and Camp Pepin by continuously working to enhance its reputation within the community. Uphold high standards of service and commitment, fostering a positive and impactful camp environment that families rave about.

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 an 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 hours for the Camp Pepin Program Staff will be midmorning Sundays through Friday evenings. Camp Pepin Program Staff will assist with the preparation and planning of Staff Training via virtual meetings before camp starts. Program Staff are expected to be onsite 24 hours a day when camp is in operation. 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.

TRAVEL

Camp Pepin Program 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 YMCA fleet.

QUALIFICATIONS:

1. Must be at least 20 years of age.
2. Must be able to obtain or become certified in First Aid/CPR (camp will provide certification). Lifeguard certification is preferred but not required (camp offers certification).
3. Demonstrated knowledge and skills in leadership, mentorship, and program development, with experience in working with teens and young adults.
4. Strong leadership abilities with the capacity to mentor and supervise camp staff and participants.
5. Ability to schedule and organize activities for leadership programs and ensure the safety and engagement of campers.
6. Excellent communication skills, with the ability to positively interact with campers, staff, and participants of all ages.
7. Passion for working with children in an outdoor environment, fostering a positive and inclusive atmosphere.
8. Ability to observe camper behavior, assess safety concerns, and apply effective behavior-management techniques.
9. Must pass a background check and, if necessary, a motor vehicle check to ensure a valid license and clean 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.

SIGNATURE

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 _____