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## **JOB POSTING: Director of Camping and Youth Services – Huntington, NY**

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### **POSITION SUMMARY:**

Under the direction of their supervisor, the Director of Camping and Youth Services will ensure delivery of quality Day Camp Programs within the mission and goals of the Y. The incumbent will oversee all operations of the Y Day Camp and Holiday Camps including program planning, hiring, administration, staff training, implementation, and evaluation. Will also oversee Youth Programs to include Teens and Youth Sports.

Candidate will directly supervise day-to-day operations at the Huntington YMCA Youth Camp and Off Site Sports Camp Programs during the summer months in addition to overseeing on-site camp programs at the Huntington branch.

During off-season months, incumbent will oversee Youth/Teen & Youth Sports programs and be a part of the Huntington Leadership Team.

Must display high emotional intelligence, possess good judgment and relate well to both children and adults. Must bring exceptional communication & interpersonal skills, have the ability to work successfully with volunteers, staff and members on all levels.

### **ESSENTIAL FUNCTIONS:**

1. Oversee all operations of Y Summer Day Camp programs at branch and off-site. Includes pre-planning, program development, implementation, and evaluation of comprehensive summer camp operations.
2. Direct on-site supervision of Huntington YMCA Camp during summer operational months for campers grades 1-8. Includes Teen and CIT Camp, Sports Camp, and youth camp. Provide oversight for Kiddie, Performing Arts Camp held at Huntington.
3. Responsible for administration and organization of all day camp services to include registration, hiring of staff, orientation/training, program implementation and evaluation. Supervises non-exempt Day Camp Administrator.
4. Work with Director of Special Events/Communication to ensure optimal communication with camp parents and that programs are marketed and promoted effectively. Work together to plan Youth and Family events throughout the year.
5. Plan, implement and supervise Holiday camp programs during school recess weeks.
6. Oversee all Teen Programs, Teen Center, Leaders Club, and all Youth Sports classes/programs.
7. Assist in the recruitment, hiring, training, developing, scheduling and directing personnel and volunteers as needed. Reviews and evaluates staff performance as well as develops strategies to motivate staff and achieve goals with Day Camp and Youth Programs.
8. Assist in developing, managing and controlling budget outcomes for all Camp and Youth programs under their direction. Ensures program operates within budget guidelines.
9. Assures compliance with state and local regulations as they relate to program areas. Ensures that YMCA program standards are met and safety procedures followed.

10. Part of the Huntington Staff Leadership Team.
11. Develops and maintains relationships with state and local camp licensing agencies (DOH, ACA, etc.) related to assigned programs. Assure all programs are following mandated policies and procedures.
12. Assists in YMCA fund raising activities and attend special events when required. Participates in Program Committee and Board of Managers meetings as recommended. Participate in Island and Facility Wide YMCA events (ie. Camp Cabinet, etc.)
13. Assume weeknight and weekend Director on Duty (DOD) Coverage required as needed.
14. Perform additional duties as deemed necessary by the Executive Director and Associate Executive Director.

**QUALIFICATIONS:**

1. Bachelor's degree in Education, Physical Education , or a related field or Child Development Associates (CDA)
2. Four years experience in the administrating, supervision and management of camping and recreational programs.
3. Typical requirements within 60 days of hire include completion of: Child Abuse Prevention for Supervisory Staff; Working with Program Volunteers; CPR; First Aid; AED.
4. Fulfillment of state-specific hiring standards (if any) and completion of YMCA program specific certifications.
5. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

**HOW TO APPLY:**

For consideration or to request the full job description, please email your resume and cover letter to Eileen Knauer, Senior Vice President and Chief Operating Officer, at [Eileen.Knauer@ymcali.org](mailto:Eileen.Knauer@ymcali.org).