



## Site Director – Indoor Site

Tansley Woods (Burlington), Ron Edwards YMCA (Burlington), Downtown YMCA (Hamilton), Allan A. Greenleaf (Waterdown), Ryerson Heights Elementary/Brantford YMCA (Brantford)

### JOB DESCRIPTION

Job Title:	Site Director	Date Prepared:	December 2009
Level:	11	Range:	\$10.75-11.50/hour
Department:	Day Camping	Prepared by:	U. Vrkljan

The Site Director is responsible for the day-to-day operations of an indoor YMCA Day Camp. The Site Director reports directly to the Director and/or coordinator of day camping and provides leadership, supervision, and guidance to the staff team at their site. Camp locations and site sizes include:

- Tansley Woods Community Center (Burlington: 100-120 children, 16 staff)
- Ron Edwards YMCA (Burlington: 40 children, 4 staff)
- Downtown YMCA (Hamilton: 85-95 children, 11 staff)
- Allan A. Greenleaf (Waterdown: 50-60 children, 7 staff)
- Ryerson Heights Elementary/Brantford YMCA (45 children, 6 staff)

### JOB SPECIFICATIONS

#### EDUCATION/EXPERIENCE

- 2 year post secondary degree/diploma, or pursuing same, in any discipline but preferably in the area of leisure and recreation, social services, child and youth worker or education
- Bronze Cross certification is an asset
- Current standard First Aid and Basic Rescuer (CPR)
- Coaching or ORCA certification is an asset
- Previous YMCA camping or child and youth program experience is preferred
- Strong interpersonal skills
- Supervisory experience, preferably in a camp setting
- Must submit clear Criminal Reference Check prior to commencing work

#### COMPLEXITY/ANALYSIS

- Co-ordinates programs and ensures safe, quality programs for participants and staff
- Provides staff supervision including training and performance evaluations of camp counselors
- Develops and implements comprehensive camp programs
- Assists with all aspects of the operation of camp (registration, parent liaison, promotion, set up and camp closing)
- Maintains strong relationships with others
- Provides maximum customer satisfaction and resolves parental concerns
- Provides leadership to all staff training
- Upholds YMCA policies and procedures
- Leads daily staff meetings
- Other duties as assigned
- Reports directly to the Director of Day Camping

#### ACCOUNTABILITY

- Ensures all forms are distributed to campers
- Responsible for maintaining a petty cash
- Maintains accurate camp documents and records
- Ensures that there is sufficient supplies and equipment for the delivery of the program
- Provides direct supervision to counselors and junior counselors and program directors/Area Heads
- Ensures GM and Director are informed of any serious occurrences/complaints about camp
- Must attend all staff training sessions
- Must fully participate in all water and land activities
- Ensures that all staff on site adhere to Policies and Procedures developed by the YMCA
- Makes immediate decisions to ensure safety and reacts accordingly to a crisis
- Is able to address parental concerns and ensure maximum customer satisfaction
- Maintains regular contact with staff, camp participants, parents, community agencies and volunteers involved in program

**POSITION CONDITIONS**

- This position requires the incumbent to work outdoors/indoors during the summer months under various weather conditions conducive to the summer season

**COMPETENCIES**

- Concern for Health and Safety
- Child and Youth Focused
- Service Oriented
- Team Player, yet able to work individually
- Quality focus
- Commitment to Caring, Honesty, Respect and Responsibility
- Focus on Developmental Assets and child development

**CONTACT INFORMATION/HOW TO APPLY**

Please forward your cover letter (please indicate position/program/location preferences, previous experience, and summary of qualifications) and resume to:

Samantha Tubman  
Director of Day Camping  
905-529-7102 ext 5012

Mail or drop off to: 79 James Street South  
Hamilton, ON L8P 2Z1

E-mail: Samantha\_tubman@ymca.ca

Fax: YMCA Day Camping, 905-529-6682

Thank you to all applicants who apply, however only those selected for an interview will be contacted.