



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

OPEN POSITION ANNOUNCEMENT

Join the Y and help us to Transform Lives!

Our mission and core values are brought to life by our culture. It's who we are, who we aspire to be and how we show up every day. **We are cause-driven.** We don't just show up, we show up with purpose. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

Join us and help transform lives!

Now Hiring:

Day Camp Director (FT)

POSITION SUMMARY:

Under the direction of the Senior Director of Extended Learning, and in the accordance with the Association policies, the Day Camp Director will be responsible for the daily administration of Day Camp and School's Out Day programs and their activities at the Rite-Hite YMCA. The Day Camp Director supervises and guides the Day Camp and School's Out Day staff to ensure that children's development occurs in a safe and healthy environment.

Wage:

(Based on education and experience)

Location(s):

Metro Milwaukee Area

Hours:

40+ hours per week

Responsibilities:

- Hire, onboard, train, manage, and evaluate Day Camp staff to achieve desired program outcomes; nurture and role model leadership skills in high performing "A" level team members through career development plans.
- Practice strong fiscal stewardship through the development and monitoring of an approved annual budget with recommended adjustments; assist with the management responsibility for overall fiscal management of the service areas assigned including variance reporting, forecasting/development and execution of plans to remain within budget.
- Ensure Day Camp and School's Out Day programs are operating in accordance with the Young Star and Wisconsin Department of Early Care and Education rules and regulations for Child Care and Day Camps, including but not limited to staff patterns, ratios, equipment needs, program environment, surveys and records through sound operational practices. Be available up to 15 hours per week to be in ratio during School Age program hours during the school year, including opening and closing of sites.
- Monitor payments to ensure financial operations. Ensure expenses for staff and supplies are within budget.
- Supervise and lead Day Camp Site and School's Out Day staff and programs by providing direction, leadership and support in the areas of programming, leadership, and staff development. Maintain responsibility for all program, enrollment and staffing patterns of Rite-Hite YMCA's Day Camp and School's Out Day site.

The Y is the nation's leading nonprofit committed to strengthening communities through youth development, healthy living and social responsibility

**Equal Opportunity Employer
THE YMCA WELCOMES A
DIVERSE WORKFORCE**

- Maintain responsibility for all program, enrollment and staffing patterns of Rite-Hite YMCA Day Camp site.
- Develop and Implement age-appropriate curriculum and activities that are in keeping with all association and YMCA of USA guidelines.
- Maintain Day Camp and School's Out Day programs that meet the emotional, physical, intellectual and social needs of individual children through age-appropriate key experiences including safety and risk reduction.
- Assist with the development of staff meetings and ensure staff meet continuing education requirements; organize and be a lead in staff training and staff meetings, including required workshops or Day Camp trainings.
- Promote partnerships with families by addressing concerns and communicating program/site objectives.
- Accountable to Senior Director of Extended Learning for execution of Association policies and procedures, licensing and Young Star standards.
- Assist with development and execution of strategic planning to support increased program quality and growth.
- Be committed to the YMCA of Metropolitan Milwaukee's Child Abuse/Neglect Prevention efforts as a mandatory reporter.
- Perform all other duties as assigned by supervisor and/or Leadership staff.

EDUCATION and or EXPERIENCE:

- Preferred candidate will have a bachelor's degree in Child Development, Education, Sports and Recreation or related field from an accredited college/university, course work includes six credits in early childhood education (Registry level 12 or higher)
- Must be at least 21 years of age
- 3+ years working in an organized children's program
- 3+ years supervisory experience

SKILLS AND ABILITIES

- Good oral, auditory and written communication skills are required
- Proven ability to have initiative, good judgment and ability to make decisions independently
- Strong public relations skills with excellent written and oral presentation skills
- Competent computer skills necessary to effectively perform job
- Demonstrated ability to lead people and obtain results through others
- Ability to manage multiple priorities with a high volume of work

SUPERVISORY RESPONSIBILITIES

Directly supervises employees and carries out supervisory responsibilities in accordance with the association's policies, mission and applicable laws. Responsibilities include training employees, planning, assigning and directing work, appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Benefits:

- 12% Fully Paid Retirement Plan (following 2 year vesting period)
- 403b Retirement Savings Plan
- Comprehensive Health/Dental/Life Insurance
- Supplemental Insurance Options
- Free Individual Membership or Household Membership to all YMCA Locations
- Discounted YMCA Programs
- Discounted YMCA Child Care
- Discounted YMCA Camp

Deadline: September 30, 2019
Apply Online: <http://apply.ymcamke.org>