FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: Assistant Day Camp Director
Employee Classification: Seasonal
Reports to: Youth Development and Compliance Director

Status: Exempt
Revision Date: 10/2026

POSITION SUMMARY:

The Assistant Day Camp Director is responsible for supporting the day-to-day operations of the day camp program and running the program in the absence of the Day Camp Director (Youth Development and Compliance Director). This includes scheduling, oversight of program operations, compliance, parent/guardian communications, and assisting with staff and camper development. Responsible for gserving as a liaison between seasonal staff and the Youth Development and Compliance Director. A willingness to comply with YMCA driving rules to be approved to operate YMCA vehicles is required.

OUR CULTURE:

We firmly believe in our mission of putting Christian principles into practice through programs, staff, and facilities in an environment that builds healthy spirit, mind, and body for all. The YMCA of the Rockies staff are key players in helping cultivate an environment of healthy living, youth development, and community impact on our breathtaking properties outside Rocky Mountain National Park. This is a place where nature inspires, and staff lead with heart. We are committed to being welcoming to ***all*** people and to making a difference in the lives of our members, guests, and staff. The work each staff member does matters. We count on our staff to provide extraordinary mission-based experiences for our guests and for each other.

ESSENTIAL FUNCTIONS FOR ALL CAMP CHIEF OURAY STAFF:

- Create a safe space for all campers, families, and staff. Promote safe work practices to allow for development and growth for all.
- Possess the mental, social, and emotional skills necessary to build rapport and positive relationships, putting camper needs first
- Respond to camper and customer requests for service, troubleshoot problems and develop solutions in a patient and respectful manner.
- Contribute to a cooperative and positive camp community, be a team player
- Be responsible for the upkeep of the camp facility and cleanliness of camp. Report any repairs in a timely manner.
- Assist other departments as needed

ESSENTIAL FUNCTIONS:

- Supervisory
    - Oversee day to day operations and ensure quality programming
    - Assist in coaching, supervising and evaluating staff as needed
    - Support staff with risk management, problem solving, and other concerns in a patient, growth minded manner.
    - Provide administrative leadership when the Day Camp Director is not present.

- Effectively and appropriately communicate camper concerns with parents/guardians
- Provide administrative leadership and program oversight during evening programs (Parents' Night Out) and weekend shifts (overnight camp check-in/check-out)
- Assist Youth Development and Compliance Director with staff corrective action conversations as needed
- Ensure compliance with American Camp Association, YMCA, and Colorado Child Care Licensing standards and regulations

- Training
  - Participate in leadership and all-staff training prior to working with campers
  - Assist with the coordination and facilitation of all staff training as determined during leadership training. Evaluate training after delivery.
  - Support in training all staff on American Camp Association, YMCA, and Colorado Child Care Licensing standards and regulations. Make sure all ratios and American Camp Association standards are followed.
  - Provide ongoing training appropriate to areas supervised to assure quality programming throughout the summer
- Program
  - Become familiar with all camp programming
  - Organize and support staff in planning the weekly schedule
  - Facilitate daily check-in and check-out systems and communication with camper parent/guardians
  - Possess understanding of camper and staff needs for development and growth. Assist with camper needs support and behavior concerns as needed
  - Observe day camp counselors and programming daily
  - Gain working knowledge of Microsoft Suite and Camp Minder software
- Meetings
  - Facilitate daily staff meetings
  - Oversee daily check-in and check-out systems; including meeting with parent/guardians regarding camper concerns
  - Meet routinely with the Youth Development and Compliance Director and other day camp leadership to discuss and evaluate programs and staff. Consult with Youth Development and Compliance Director to discuss suggestions for improvement of activities and general camp experiences
- Reports and Evaluations
  - Ensure proper documentation of camper paperwork, medical care, behavior contracts, staff concerns, incident reports, etc.
  - Write an End of Season report that includes role summary/schedule, program evaluation, and recommendations for the future
  - Provide leadership in the development of programs in harmony with the Camp's policies, goals, objectives and procedures.
- All other duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- Minimum of 21 years of age
- Have experience working with youth in a summer camp setting, preferably in a leadership role
- Possess effective leadership, supervisory, administrative, organizational and communication skills

- Ability to prioritize tasks and efficiently manage time
- Basic understanding of computer systems and networks
- Must have current certification in CPR/First Aid or be willing to obtain certification.
- Willingness to comply with YMCA and DOT rules to be approved to operate YMCA vehicles, including 15-passenger mini-buses.
    - Must conduct all vehicle operations within the DOT Regulatory Requirements that apply to the position's specific driving duties.
    - Must have a valid US Driver's license or, if required, a Commercial Driver's License.
    - Must have a satisfactory driving safety record (Verified by MVR Review)
    - Must have the ability to obtain a DOT Medical Card (Complete DOT Physical) in order to perform driving duties.
    - Drivers must complete a YMCA driver training program.
-

GENERAL YMCA OF THE ROCKIES REQUIREMENTS

- Uphold and reflect the YMCA core values of Caring, Honesty, Respect, Responsibility, and Faith in all functions
- Uphold the YMCA of the Rockies Mission, policies, and programs.
- Possess and demonstrate excellent customer service skills; for example, friendly, personable, helpful, patient, and professional.
- Support the YMCA of the Rockies safety program. Promote safe work practices and a safe environment for guests, members, and staff.
- Promote a cooperative, positive, and flexible atmosphere while working with others in a diverse community.
- Attend required abuse risk management training and report suspicious or inappropriate behaviors and policy violations.
- Commitment to diversity, equity, inclusion, and antiracism is required.
- Must meet acceptable criminal background check standards.
- All other duties as assigned.

WORK ENVIRONMENT & 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.

- Be able to work inside and outside in all weather conditions
- Be able to hike on rugged terrain
- Must be able to lift 25 pounds, climb/work on ladders and in tight spaces.

ENVIRONMENTAL SUSTAINABILITY COLLABORATION:

Support organizational environmental sustainability goals through regular and effective collaboration and communication with sustainability leadership.

ADDITIONAL INFORMATION:

YMCA of the Rockies is a **Praesidium-accredited** organization. Our hiring process reflects the values and standards of Praesidium and other accredited organizations. For more information about Praesidium accreditation, please visit https://www.praesidiuminc.com/

Note: Employees are held accountable for all duties of this job.
This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.