FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

**Job Title**: Assistant Overnight Program Director
**Employee Classification:** Seasonal
**Reports to:** Youth Development and Compliance Director

**Status:** Exempt
**Revision Date: 10/2026**

## POSITION SUMMARY:

Under the direction of the Overnight Summer Camp Director, This position is responsible for the creation and management of the daily schedule of overnight camp, supervising cluster coordinators and Director of Themes and their program areas, and ensuring the success of each overnight camp program aspect. The Assistant Overnight Program Director is responsible for implementation of safety programming, reviewing and maintaining Child Abuse Prevention protocols, and increasing parent touchpoints. This position also supports the successful implementation of summer camp programs, including supervision of staff, training, and hitting goals set by the YMCA of the Rockies. The Assistant Overnight Program Director collaborates with all leadership and support staff members to ensure excellence in camper and staff experiences and program delivery.

## 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
    - Monitor curriculum delivery and camper progression within program activities, providing feedback to staff on their delivery of program curriculum
    - Lead and supervise all staff in ACA and Colorado Childcare licensing standards and

programmatic compliance and certifications
    - Assist with basic maintenance and upkeep of all programming areas, housekeeping and basic maintenance
    - Support staff through concerns and challenges in a patient manner
    - Provide administrative leadership throughout the week when Summer Camp Director is not present, and act as "on-duty" staff for one stayover weekend throughout the summer
    - Lead staff meetings and all camp announcements when necessary
    - Assist Summer Camp Director with staff corrective action conversations as needed
    - Assist with the overall administration of Camp Chief Ouray programs as organized by the Camp Executive and Summer Camp Director
    - Assist in nighttime responsibilities, assuring campers and staff are safe after lights out
- Training
    - Participate in leadership and staff training prior to working with campers. Participate in admin and staff training prior to working with campers.
    - Assist with the coordination and implementation of curriculum for staff training. Evaluate trainings after delivery.
    - Provide training appropriate to areas supervised to assure quality programming and camp activities.
- Program
    - Become familiar with total camp program, including Day Camp and Trips programming
    - Be concerned with the needs of camper and staff development and growth
    - Support check in and check out set up/take down
    - Oversee setting up and maintenance of camp program areas.
    - Provide leadership in the development of programs in harmony with the Camp's policies, goals, objectives and procedures.
    - Make sure staff is properly trained on progression & lesson plans that meet ACA, YMCA, and Colorado Child Care Licensing standards and regulations.
    - Work with Leadership Staff to schedule and oversee lifeguards, barn staff, and ropes staff to ensure all activities are running with progression in mind.
    - Observe appropriate program activities daily. Address any program that needs changing or better curriculum
    - Help inventory and organize equipment and supplies during and at the end of the summer.
    - Be responsible for the development of quality rainy day activities and making proper adjustments in program due to weather. Establish a staff rainy day resource box.
    - Supervise development, and revision of Traditional Camp programs and schedules as needed.
    - Coordinate with the Summer Camp Director for In-Camp Programming and other Leadership staff to make staff program areas are properly equipped.
    - Participate and help organize Evening Programs as needed
    - Participate and help organize Opening and Closing Campfire

- Meetings
  - Meet daily with Overnight Summer Camp Director to discuss and evaluate programs, activities and staff.
  - Consult with Overnight Summer Camp Director relative to suggestions for improvement of activities and general camp experiences.
  - Meet weekly one-on-one with cluster head to discuss successes, goals and areas of improvement.
  - Meet twice weekly with other camp administrators to evaluate program.
  - Meet weekly with Day Camp and Leadership and Trips admin to evaluate and implement staff experience and appreciation
  - Help facilitate the distribution and collection of mid-week camper surveys
- Reports/Evaluations
  - Maintain log of daily camp "happenings", i.e. risk management situations, weather, special activities, evening programs, etc.
  - Write a report and evaluation of program (End of Season Report) and summer including programs, leadership, site and facilities and recommendations for the future.
  - Compile activity curriculum and track camper progression within activity logs community recognition
- 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.
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## 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.