FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: Director of Themes
Employee Classification: Seasonal
Reports to: Overnight Summer Camp Director

Status: Exempt
Revision Date: 10/2026

POSITION SUMMARY:

The Director of Themes is responsible for implementing the themes, evening programs, and special programs for overnight camp. The Director of Themes develops, schedules, and evaluates all camp evening programming, including all-camp games, talent show, camp dance, vespers, plus friendship circle and taps. They coordinate with other Leadership, specialists, and camp staff to help effectively run program areas. The Director of Themes is responsible for preparing and implementing rainy day programming plans. The Director of Themes is a part of the Leadership team and supports the overnight camp program as well as assists with the Day Camp Program.

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 FOR THIS POSITION:

- Camp Experience
    - Supervise Theme Weeks and special activities that accompany the themes (i.e. running skits in the dining hall, songs, contests, etc.), Evening Programs, Vespers, and preparation of Weekly Event Schedule.
    - Design, assist, and implement major components of thematic programming for both Overnight and Day Camp with the direction of Summer Camp and Day Camp Directors
    - Promote, Organize, and emcee the weekly talent show for both Overnight Camp and Day Camp

  - When necessary, assist the media intern(s) in capturing high quality and marketable photos at both Overnight Camp and Overnight Camp
  - Be responsible for being "on-duty" (i.e. providing administrative leadership) for one Stayover weekend during the summer.
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- Training
  - Participate in Leadership 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
  - Develop and implement theme related curriculum and special activities
  - Develop, and communicate timely, the daily evening activities
  - Become familiar with total camp program.
  - Oversee setting up and maintenance of camp program areas.
  - 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.
  - Assume Cabin Counselor responsibilities if necessary
- Meetings
  - Meet weekly with Summer Camp Director to discuss and evaluate programs, activities and staff.
  - Consult with Summer Camp Director relative to suggestions for improvement of activities and general camp experiences.
  - Meet twice weekly with other camp administrators to evaluate program.
  - Coordinate with Kitchen Manager weekly meal changes in the menu for theme weeks, and/or specialty food needs for evening programs.
  - Communicate timely and effectively with staff who will support aspects of evening programming
- 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 inventory at summer's beginning and end, complete with recommended purchases and needed repairs.
- All other duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- Preferably be at least 21 years of age, and have experience working with youth in a summer camp setting

- Have organizational and scheduling skills
- Ability to prioritize tasks and efficiently manage time.
- Must have current certification in CPR/First Aid or be willing to obtain certification

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.

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.