FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: Overnight Village Leader
Employee Classification: Seasonal
Reports to: Overnight Summer Camp Director,

Status: Exempt
Revision Date: 10/2026

POSITION SUMMARY:

The Village Leader is responsible for the overall staff and camper experience, helping to foster meaningful relationships. The Village Leader helps schedule and evaluate staff, acting as the first line of support for any staff concerns. This includes supporting program delivery and stepping in when camper behavior concerns arise. The Village Leader works collaboratively with other Village Leaders and Leadership to ensure daily communication happens with each staff and camper. The Village Leader is a part of the Leadership team and supports the overnight 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:

- Supervisory
    - Supervise one camper village, working collaboratively with the other Village Leader
    - Ensure camp living cleanliness standards are maintained, including housekeeping and basic maintenance
    - Support staff through concerns and problems in a patient manner, act as first point of contact for staff concerns
    - Supervise and assist cabin activities and relationship building

  - 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
  - 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.
  - Be concerned with the needs of camper and staff development and growth
  - Oversee maintenance and care of living areas and cleanliness of cabins.
  - Help ensure staff are 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 all cabin counselors.
  - Observe and communicate with all cabin counselors daily. Address any issues immediately.
  - Help develop quality rainy day activities and making proper adjustments in program due to weather. Establish a staff rainy day resource box.
  - Ensure that first aid kits and medical equipment for counselors and village is properly maintained and readily available.
  - Make sure all ratios and ACA standards are followed for cabin counseling staff
  - Participate and help organize Evening Programs as needed.
  - Assume cabin counselor responsibilities as necessary.
- Meetings
  - Meet daily with Summer Camp Director and other Village Leaders 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 weekly one-on-one with every cabin counselor to discuss successes, goals and areas of improvement.
  - Meet twice weekly with other camp administrators to evaluate program.
  - Conduct village meetings and announcements weekly
- Reports/Evaluations
  - Maintain log of daily camp “happenings”, i.e. risk management situations, weather, special activities, evening programs, etc.
  - Submit mid-season and end-of-season evaluations for designated cabin counselor staff
  - 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 tract progression with in activity logs/ binders.
- 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 supervisory experience
- 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.

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This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

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