

**YWCA Northern New Jersey
Job Description**

Job Title: Camp Program Specialist – Sports and Fitness (Seasonal)

Supervisor's Title: Camp Director

Department: Youth Services

To Be Completed by Human Resources

Job Code: Seasonal

Grade:

FLSA Status: Non-exempt

Job Summary

To further the mission of the camp through the development and delivery of sports and fitness activities that are safe, fun, and appropriate to the campers' age and abilities. Assist in the management of the sports and fitness cabin and related equipment and supplies.

Key Responsibilities

This job description is not intended to be an exhaustive list of all responsibilities, duties and skills required to perform this job, the rather describes the essential functions/responsibilities of the job. Other duties may be assigned as required.

1. Develop and deliver a field sports program that is appropriate for the age and ability of the campers
 - ♦ Write lesson plans that meet camp outcomes and the abilities of the campers.
 - ♦ Evaluate abilities of campers and staff.
 - ♦ Deliver progressive field sports activities.
 - ♦ Evaluate the success of the field sports program.
2. Ensure that camp staff and campers know and follow safety and educational procedures.
 - ♦ Assist in the implementation of staff training for field sports.
 - ♦ Train other staff in their responsibilities when at field sports.
 - ♦ Ensure campers and staff follow safety procedures.
3. Assist in the management and care of the physical facilities and equipment in the field sports program area
 - ♦ Maintain the field sports equipment including balls, bats, nets etc.
 - ♦ Ensure the security of the field sports equipment when not in use.
 - ♦ Conduct a daily check of the area and equipment for safety, cleanliness, and good repair.
 - ♦ Clean field sports equipment on a set schedule.

Other Job Duties:

- ♦ Participate enthusiastically in all camp activities, planning and leading those as assigned.
- ♦ Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- ♦ Assist in the planning of any special events.

Qualifications

Education/Experience: College degree is preferred. Experience working with school aged children, preferably in a recreational setting.

Licensing and/or Certifications:

- Documented experience in field sports instruction or documented training and experience in the variety of sports the camp offers.
- Current certification in first aid and CPR.

Knowledge:

- Training and experience in teaching field sports to children.
- Experience in setting up, securing, and maintaining field sports equipment.
- Knowledge of sports medicine or athletic training desirable.

Skills and Abilities:

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Physical Requirements: *The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Some physical requirements of a field sports position could be endurance including standing, running, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate equipment and demonstrate sports activities. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs. Willingness to live in a camp setting and work irregular hours delivering program in the facility available.*

Travel, Camp Program Specialists may be asked to be a bus substitute at one of our bus stop locations.
(Hackensack, Dumont, Oradell, Harrington Park, Mahwah, or Ridgewood)

Additional Comments (If applicable)

Must embrace the mission and values of the YWCA, have a strong customer focus, and the ability to work with a multi-generational, diverse workforce and membership.

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Sign and Date: _____ / _____ /2023