

**YWCA Northern New Jersey  
Job Description**

**Job Title:** Camp Program Specialist – Music and Drama

**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 music and drama activities that are safe, fun, and appropriate to the campers’ age and abilities. Assist in the management of the music and drama 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 an music and drama 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.
  - ♦ Create, plan and organize the Summer Camp Annual talent show
  - ♦ Evaluate abilities of campers and staff.
  - ♦ Design and deliver music and drama activities that make use of different musical genres, make use of the camp’s natural environment, and use the music resources most efficiently.
2. Ensure that camp staff and campers know and follow safety and educational procedures
  - ♦ Assist in the implementation of staff training for music and drama.
  - ♦ Train other staff in their responsibilities at the music and drama range.
  - ♦ Ensure campers and staff follow safety procedures.
  - ♦ Assist counselors with the development and planning for the Camp Talent show.
3. Assist in the management and care of the physical facilities and equipment in the arts and crafts program area
  - ♦ Maintain the music and drama equipment, including preparing for the Camp Talent show
  - ♦ Ensure the security of the music and drama equipment and supplies, including clear inventory and planning for replacement of supplies in a timely manner.
  - ♦ Conduct a daily check of the area and equipment for safety, cleanliness, and good repair.
  - ♦ Clean arts and crafts area, keeping it free of hazards and debris.

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 especially in the areas of decorations and costumes.

## 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 music and drama instruction or documented training and experience.
- ♦ Current certification in first aid and CPR.

**Knowledge:**

- ♦ Training and experience in teaching music and drama to children.
- ♦ Desire and ability to work with children outdoors in varied conditions.
- ♦ Experience in designing and making decorations and costumes for special events.

**Skills and Abilities:**

Must have good communication/interpersonal skills.

Must have demonstrated proficiency/experience in area of specialty.

**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 the essential functions. Some physical requirements of an arts and crafts position could be endurance including standing, some bending, stooping, and stretching. Requirement for eye-hand coordination and manual dexterity to make projects and assist campers. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/program. Willingness to live in a camp setting and work irregular hours delivering program in the art facility available.*

- ♦ 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.

**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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**Please submit a resume to:** [Jobs@ywcarnj.org](mailto:Jobs@ywcarnj.org)

