

YMCA of Greater Bergen County

360 Main Street • Hackensack • New Jersey • 07601

201-487-6600 ☎ www.ymcagbc.org • info@ymcagbc.org

We build strong kids, strong families, strong communities.

Job Title: Kahagon Program Coordinator

Job Classification: Seasonal

Department: Camp Department

Reports To: Camp Site Director

Dates of Service: June 18, 2010-August 21, 2010

Job Description: The Program Coordinator is responsible for, but not limited to, performing the following acts of duty:

- Development and implementation of the camping program in conjunction with the Camp Site Director and in accordance with the policies and objectives established by the Board of Directors of the YMCA of Greater Bergen County.
- All activities and occurrences during transportation by the YMCA to or from camp and at the camp.
- Develop and implement a camping program that is consistent with the goals and objectives as set forth by the Director of Camping Services and the Board of Directors of the YMCA.
- Supervise and manage 7 Kahagon counselors.
- Aid in the development of activity curriculum. Train and evaluate staff in delivery and development of camp activities.
- Develop and maintain all schedules for campers.
- Assist Camp Site Director in record keeping and other administration duties.
- Evaluate camp staff twice each summer.
- Assist Camp Site Director in the development and implementation of staff training and orientation in conjunction with Director of Camping Services
- Aid the Camp Site Director in overseeing all programming and staff throughout the summer maintaining high standards and consistently improving the program.
- Participate in all special events happening at the camp site during the camp season.

Job Qualifications:

The Kahagon Program Coordinator shall meet the following minimum requirements:

- Be at least 21 years of age.
- Have experience teaching environmental education or early childhood.
- Have at least 1 year experience as a supervisor
- Have or able to obtain prior to hiring current certifications in American Red Cross: CPR, RTE, First Aid

Additional Requirements:

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The Kahagon Program Coordinator should have supervisory experience. Early childhood and environmental education experience is a plus.

The Kahagon Program Coordinator should possess skills in program planning and development as well as the ability to manage the equipment, personnel, and records for the camp.

The Program Coordinator should demonstrate effective oral and written communication skills, organizational abilities, supervisory skills, and initiative in program development. Demonstrated ability to work as a member of a team and independently. In addition, the Program Coordinator should have sufficient computer skills in Microsoft Office.

Effect on end result:

The Program Coordinator will be evaluated twice a summer by the Camp Site Director which shall measure fulfillment of the criteria set forth in this job description.

Implementation of the YMCA Best camping practices

Develop and maintain a safe, progressive and successful camping program.

Develop a library of program curriculum.