



## YMCA OF LANSING JOB POSTING

### Day Camp Assistant Director

**General Function:** Are you looking for a position where you'll use your leadership experience, your knowledge of camp programming, and your understanding of childcare best practices? The Lansing YMCA's Camp PaWaPi is looking for an energetic, organized, and dependable **Assistant Director** for the Summer 2025 Camp Season.

As part of our Camp Department, the Assistant Director reports to the Camp Director is responsible for supervising camp counselors and leaders and ensuring the safety of campers in all camp-related activities. We are looking for someone who is comfortable engaging with children and their families. The Assistant Director is someone who can be relied upon to coordinate and supervise staff and be familiar with behavior management practices.

#### **Duties and Responsibilities:**

- Maintain a positive attitude at all times and act in a professional manner when interacting with members, program participants, and other staff.
- Understand and follow all Michigan camp licensing rules and procedures.
- Assist the Program Director with supervision of camp staff who manage groups of campers, supervising all aspects of the camp day.
  - Ensure cleanliness of camp and program areas by site leads and counselors.
  - Ensure proper camper-to-counselor ratios.
  - Continuously monitor children within their group and provide constructive and positive reinforcement when necessary.
  - Follow the proper discipline protocol when necessary.
  - Keep track of campers' medications and paperwork.
  - Report risk situations, provide leadership, and follow through with families on any incidents that occur.
  - Ensure incidents/child illnesses are communicated effectively to families.
- Prepare grounds for camp pre-season and close camp at the end of the season.
- Coordinate with executive leadership staff any needs for the program.
  - Perform daily walk-through of camp property to inspect grounds to ensure property and equipment are well kept.
  - Communicate with supervisor and/or purchase replacement items when needed.
  - Ensure AED is properly stored and inspected daily while also making sure first aid supplies are always fully stocked.
  - Report weekly on fire drills.
- Takes the lead role in the day-to-day administration of the camp location (i.e., weekly roster grouping, exhibits professionalism when working parents, youth, and other Y staff, staff scheduling/leadership, etc.) in the absence of the Program Director.
- Be a positive role model for all campers and staff.
- Fill in for camp leadership positions when needed.
- Report member and guest comments, suggestions, complaints, concerns, and problems to supervisor in a timely manner.
- Other duties as assigned.

**Salary & Hours:** \$18-\$19 per/hour; 40 hrs. per week (Monday-Friday), April through August.

#### **Benefits:**

- FREE adult membership to the YMCA! A member of any YMCA in Michigan may visit any Y in the state as a membership benefit.
- A 50% discount on child care (not camp) at one of the Lansing YMCA's centers! (Subject to availability)
- A 25% discount on program fees (including camp) for themselves up to \$300 per year.



### **Job Requirements:**

- Must be at least 21 years of age. High school diploma or equivalent is required.
- Minimum of two years experience working with children and understanding of day-to-day administration of an active camp.
- Must have experience working with youth in a group setting and creating and implementing lesson plans.
- Must possess the skills necessary to provide the planning and implementation of safe, appropriate, and fun activities.
- Must demonstrate creativity, enthusiasm, and dedication.
- Outgoing, friendly, and enthusiastic personality. Strong interpersonal skills.
- Ability to accept supervision and guidance as well as constructive feedback.
- Ability to respond to safety and emergency situations.
- CPR and First Aid certified prior to the beginning of camp (the Y will pay for this training)
- Completion of YMCA trainings within a required time frame.

### **Physical Demands**

While performing the duties of this job, the employee is often required to: bend, stoop, kneel, twist, reach with hands, sit, stand for an extended period of time, lift and/or move up to 40 pounds, have finger dexterity, grasp, perform repetitive motions, speak, hear, and have visual acuity.

### **Disclaimers:**

- Must complete successful background screening.
- This job description may not be all-inclusive and employee is expected to perform all other duties as assigned by direct management.
- Job descriptions and duties may be modified when deemed appropriate by management.

**APPLY NOW:** [YMCA of Lansing Job Application](#)