



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Athens YMCA Camp Kelley
Unit Head

GENERAL FUNCTION:

Under the supervision of the Camp Directors, in cooperation of other staff, and consistent with the YMCA mission, the Unit Head is responsible for assisting in the achievement of the goals of the day camp through planning and executing activities which provide guidance, leadership, values education and enjoyment for children served by camp. Unit Heads are responsible for assisting in the supervision and discipline of the counselors and campers, parent communications, and other administrative duties as assigned.

KNOW HOW:

- Be able to provide sound, caring, and POSITIVE leadership for children and STAFF.
- Provide, to everyone, extraordinary customer service.
- Be able to recognize and implement safety standards in all program activities.
- Be able to participate with other staff in planning and executing fun activities for camp.
- Have a good understanding of the mission and values of the YMCA and be able to demonstrate and teach from those values.
- Communicate positively and effectively with parents and staff as required.
- Must have current CPR and 1st Aid certifications
- Must be at least 21 years old
- Must have at least 2 years of experience working with children ages 5-13.
- Day camp experience preferred.

PRINCIPAL ACTIVITIES:

- Plan and implement programs which will assist in the development of the camper physically, mentally, socially, and spiritually.
- Administrative duties such as: parent communication, discipline, supervision of staff, prompt decision making, supervision of all camp areas
- Assist in the social adjustment of a camper through positive group experiences
- Act as a positive role model while providing consistency in leadership and guidance
- Responsible for the safety of campers and staff at all times
- Arrive to camp on time
- Build and maintain enthusiasm in all groups
- Report all program changes and equipment needs to Camp Director
- Maintain all equipment used for program in good working order
- Attend and participate in all staff trainings and meetings
- Facilitate proper group (counselors and campers) behavior at all times
- Other duties as assigned

END RESULT:

SAFE, quality day camp program that meets the YMCA goals and objectives of providing campers with a positive growth experience.