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YMCA CAMP DUDLEY

Summer 2012 Job Descriptions

Counseling Staff:

Head Counselor: (Minimum 19 years of age, one year of college or equivalent)

Head Counselors are responsible for daily care and leadership of a small group of campers. Counseling staff lead activities, create interpersonal relationships between cabin groups, role model positive behavior, and much more. Energy, enthusiasm, a positive attitude toward life, creativity, the ability to communicate, and a willingness to share yourself are extremely important.

Assistant Counselor: (Minimum 16 years of age, entering Junior year of High School)

Assistant Counselors are responsible for supporting Head Counselors in the daily care and leadership of a small group of campers. Please see the "Head Counselor" job description for additional information.

CIT Leader: (Minimum 19 years of age, one year of college or equivalent)

CIT Leaders provide leadership and direction to the Counselor in Training program and daily care for a small group of campers. These staff must be able to relate to youth ages 14—16, and are responsible for planning fun and educational learning sessions geared towards leadership, decision making, and development in the camp setting.

Backpack Guide: (Minimum, one year of college or equivalent, and at least 20 years of age)

Responsible for a small group of campers both in camp and on the trail. Requirements include a knowledge of wilderness skills and backpacking procedures, knowledge of equipment and trail etiquette, a keen awareness of the forest and U.S. Forest service rules and regulations, Wilderness First-Aid and CPR required, good physical condition, alert mind, good judgment, and leadership skills for group discussion, and interpersonal relationships. YMCA Camp Dudley will provide Wilderness First Aid training.

Support Staff

Program Director: (Minimum 19 years of age, one year of college or equivalent)

Responsible for supervision of camp staff, programming, and providing direction for staff members. Needs maturity, strong communication and interpersonal skills, strong organizational skills, and sound leadership abilities.

Arts and Crafts Coordinator: (Minimum 19 years of age, one year of college or equivalent)

Responsible for developing a crafts program that uses a variety of mediums, including natural materials (rocks, wood, pine cones, etc.), and stimulates creativity in campers. Must be organized, possess the ability to lead a group, and be creative.

Naturalist: (Minimum 19 years of age, one year of college or equivalent)

The Naturalist is responsible for developing and leading a variety of outdoor activities related to both outdoor and environmental education. Must be organized, possess the ability to lead a group, and be able to create fun and educational programming.

Office Manager/Photographer: (Minimum 19 years of age, one year of college or equivalent)

The Office Manager is responsible for overseeing the Camp Store, doing cabin assignments, overseeing incoming and outgoing mail, checking in and out of keys and equipment, and various other duties. Must be organized, creative, and comfortable with Microsoft Office program and basic photography skills.

Ropes Course Coordinator: (Minimum 19 years of age, one year of college or equivalent)

Responsible for leading and processing ropes course activities for staff and campers. Must be proficient in facilitation of soft skills and safety procedures relating to ropes course use. Certification training provided. Specific duties include training staff, orientation of campers, maintaining accurate use records, and daily inspection of equipment and course. Wilderness First Aid and CPR required. Camp Dudley will provide Wilderness First Aid training.

Aquatics Coordinator: (Minimum 19 years of age, one year of college or equivalent)

Responsible for the supervision and maintenance of both the waterfront and pool areas. Must be organized, comfortable with skills on a lakefront setting, possess solid leadership skills, and be physically able to perform pool and lake rescues. Red Cross Lifeguard Certification and Open Water Module or equivalent certifications are required.

Head Cook: (Minimum 19 years of age, one year of college or equivalent)

Responsible for overall food ordering, meal planning, preparation, clean up, and supervision of the kitchen. Must have experience preparing well balanced meals for groups of over 50 persons. A Washington State Food Handlers Permit is required.

Assistant Cook: (Minimum 18 years of age)

Responsible for Assisting the Head Cook in meal planning, preparation, and clean up. Prior cooking experience is encouraged, and a Washington State Food Handlers Permit is required.

Maintenance Assistant (Minimum 18 years of age)

Responsible for assisting Property Manager with maintenance and upkeep of Camp Dudley property. Prior experience with building/construction, cleaning, and lawn care is encouraged.

All personnel must be able to attend the pre-camp Staff training period, beginning on June 10, 2011 and ending June 22, 2012. To apply for a specific position, please complete the application form, three references, and a Washington State background check form and return them to the following address:

Matt Rusch
Director, YMCA Camp Dudley
5 N Naches Ave
Yakima, WA 98901

If you have any questions regarding a specific position or the requirements, please contact me at the Yakima Family YMCA at (509) 972-5271, or via e-mail at mrusch@yakimaymca.org.

Sincerely,

Matt Rusch
Director, YMCA Camp Dudley