



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

Title: Unit Director
Start Date: May 23rd

Reports to: Summer Program Director
End Date: August 4th
Salary: \$190 per week

General function: Under the supervision of the Summer Program Director, and in accordance with the policies of the YMCA, this person will direct, supervise and evaluate the summer camp counselors and their program in order to provide a high quality and a safe program for campers and staff.

Qualifications:

1. At least 21 years old.
2. Have at least six weeks of previous successful leadership of camp programs or related program.
3. Be highly organized and enthusiastic.
4. Able to communicate effectively with parents, campers, and community.
5. Current American Red Cross First Aid and CPR or equivalent certification.
6. Furnish Camp Wood YMCA with a current physical examination form signed by a licensed physician, showing you to be in good health and free of contagious diseases. Camp Wood will furnish physical form.
7. Lifeguard Training is preferred.
8. Love to work with children and be ready for challenging, yet rewarding work.

Specific Responsibilities:

1. Alongside the other Unit Directors and Summer Program Director, supervise all staff members with a focus on the counselors who are in your specified Unit.
2. Evaluate each of the staff in your unit, providing each counselor with a Mid and End of summer Evaluation.
3. Support all staff in your Unit with camper needs. You will be the first go-to person for camper needs such as homesickness and misbehavior. Learn something about each of your campers.
4. Alongside the other Unit Directors over see all and any programs lead by counselors. Specific areas of supervision will be decided amongst leadership staff.
5. Check cabins in your Unit for cleanliness each day.
6. Insure that Reflections for your Unit are being facilitated each night.
7. Attend weekly staff meetings for leadership staff.
8. Hold weekly staff meeting for staff in your Unit, providing staff with specific observations, corrections, and praise.
9. Contact (with camp director permission/assistance) camper's parents about behavior issues.
10. Fill out necessary paperwork.
11. Create schedules to include but not limited to staff hours and nights off, Unit service projects, shower supervision.
12. Supervise/Assist counselors with Flag raising, meal times, snacks, and transition times.
13. Evaluate program activities, program and counseling staff for effectiveness and note changes where needed.
14. Coordinates weekly scheduling for activities throughout each week of camp.
15. Provides coordination and cooperation for all staff.
16. Assists Summer Program Director with training, supervising, and evaluating counselors and program staff.
17. Interprets the established goals, objectives, and policies of the staff and counsels them on methods of implementation.