FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

NORTH SUBURBAN YMCA

ASSISTANT DIRECTOR
JOB DESCRIPTION 2027

POSITION TITLE: Assistant Director
LOCATION: North Suburban YMCA
DEPARTMENT: Camp
Salary Range: Dependent on qualifications and experience

GENERAL FUNCTION:

Under the direction of the Camp Director, the Assistant Director is responsible for leading the implementation of programs and activities for all camps. The Assistant Director must be a team player and contribute to the overall success of camp through collaboration with other leadership staff members, counselors, and the Camp Director. Assistant Directors are required to work all scheduled hours during the week (will not exceed 40 hours per week).

SKILLS AND QUALIFICATIONS:

- At least 3 years of experience working with children in a camp setting.
- Must be at least 18 years or older.
- Interest in working with children and significant evidence of emotional maturity, good moral character, judgement, integrity and leadership capability.
- Enjoyment and appreciation of the outdoors.
- Ability to lead, guide, discipline when necessary, and supervise children and staff of varying ages.
- Ability to adapt to changing needs and circumstances.
- Strong interpersonal skills to positively communicate with members, participants, and staff.
- Possess a positive and professional attitude.
- Attend and successfully complete all staff trainings (virtual and in-person).
- Ability to pass a background check.

ESSENTIAL FUNCTIONS & AGREEMENTS:

- Manage and supervise assigned camp groups and staff.
- Evaluate, assess, and coach assigned camp groups and staff.
- Manage and oversee assigned camp groups events and activities.
- Maintain camper safety (mind, body, and spirit) at all times.
- Ensure all campers are having a fun and positive experience.
- Arrive at camp on time each day ready and prepared to perform all camp staff functions and responsibilities.
- Understand that the camp director will assign your camp role based on what is best for the NSYMCA, and your camp role may change daily.
- Must display absolute integrity at all times.

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- Supervise and care for campers and staff through visual observation, listening to their interactions, and participating in all activities.
- Lead all field trips (as determined by Camp Director).
- Share in daily duties necessary for upkeeping quality camp standards, including: clean-up, activity set-up and facilitation, bus supervision, and weekly lesson planning.
- Attend all staff meetings and pre-camp trainings.
- Report any accidents, incidents, inappropriateness, mandated reporting, or general important information to the Director.
- Follow all NSYMCA camp policies and procedures regarding swimming & pool, dress code, minor or major injuries, behavior incidents, emergencies, field trips, bussing, absences, tardiness, and camper discipline.
- Follow dress code policy. Always wear current NSYMCA staff T-shirt and ID badge (except during swim time).
- Work collaboratively with other camp staff members.
- Participation in camp service projects, charitable events, and fundraising efforts.
- Promote social and emotional learning and character development.

If applying for an Assistant Director position with NSYMCA Summer Camp, please note that compensation is paid semi monthly (twice per month). The specific pay rate will be discussed during the interview process.

Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____