



YWCA GREENWICH

Job Description for 2024 CAMP SPECIALIST POSITIONS

{JOB1-Assistant Camp Director, JOB2-Medical Administrator, JOB3-Sports Director, JOB4-Camp Lifeguard}
{Please indicate as to what position you are applying for – interested candidates can apply for any position}

GENERAL RESPONSIBILITIES (for all 4 JOBS):

1. Lead/Supervise camp/staff/children in an administrative and supervisory capacity.
2. Coordinate curriculum in accordance with the specific needs and interests of the YWCA and participants involved.
3. Devise organized plans and structure for management of all instruction time.
4. Project a positive and enthusiastic image on the job at all times.
5. Cultivate strong working relationships with YWCA members, staff, campers and parents.
6. Attend all required staff meetings, trainings, and special events.
7. Act as additional supervision personnel for the camp on organized field trips, beach trips, and during camp hours when not required to teach.
8. Maintain a safe and fun day camp environment.

GENERAL QUALIFICATIONS (for all 4 JOBS):

1. Must be at least 18 years of age – Assistant Director and Medical Administrator applicants must be at least 21 years of age.
2. Must have child development knowledge.
3. Must have an understanding of age-appropriate activities in order to instruct/lead.
4. Must be able to create and transmit program curricula, approved by the Camp Director.
5. Must possess certifications in American Red Cross CPR/First Aid – Camp Lifeguard applicants must possess certifications in American Red Cross CPR/AED for the Professional Rescuer and American Red Cross Lifeguard.
6. Must complete or possess current MAT training certification.
7. Must have the ability to supervise Camp Staff.
8. If applying for **Medical Administrator/Director of First Aid**, must be able to maintain camp staff and camp medical records for state guidelines.
9. If applying for **Camp Lifeguard**, must provide/design program curricula to be approved by the Camp Director and the Greenwich YWCA Aquatics program.
10. Must have the ability to establish and maintain harmonious relationships with staff, YWCA members, and program participants, parents and the general public.

SPECIFIC SPECIALIST RESPONSIBILITIES:

JOB 1 - Assistant Camp Director Responsibilities:

1. Assist in the interview and hiring process of the upcoming summer staff.
2. Create or actively assist in the creation of the summer session calendars.
3. Assist in providing direct leadership and supervision to the camp staff.
4. Assist in fostering an understanding of an active rapport with the camp staff.
5. Assist in setting the tone and providing guidance to camp staff and camp participants.
6. Organize and supervise one of the extra session periods of camp (early bird or extended stay).
7. Effectively implement the administration of all camp policies and programs.
8. Assist in training other staff as needed.

JOB 2 - Medical Administrator/Director of First Aid Responsibilities:

1. Evaluate and treat camper's minor injuries and illnesses
2. Keep a log of office camper visits
3. Give supportive advice to counselors and other camp staff, if requested.
4. Coordinate with the camp director, in identifying health problems serious enough that may require camper dismissal and/or hospital visit.
5. Check, supply and maintain the camp first aid kits.
6. Safeguard any and all camper's prescription medications.
7. Check, follow-up and complete camper's health assessment records.
8. Ensure that each staff member has on file an up-to-date physical.
9. Check and record allergies and individual health problems.
10. Ensure availability for emergency care.
11. Effectively implement the administration of all camp policies and programs.

JOB 3 - Sports Director Responsibilities:

1. Provide direct leadership in teaching, supervising and managing all Indicated Sports of Camp TAYITO in various formats.
2. Organize regular learning lessons and instructing children in various sports – basketball, soccer, lacrosse, badminton, floor hockey, baseball AND gymnastics.
3. Before the opening of camp – do a sports equipment analysis (assess the needs and replacement of all sports equipment that may be used).
4. During camp – do a sports equipment assessment on a weekly basis.
5. Effectively utilize camp staff in supervision of the children.
6. At the closing of camp – store properly all sports equipment.

JOB 4 - Camp Lifeguard Responsibilities:

1. Provide direct leadership, supervision and teaching in the Camp TAYITO swim program.
2. Organize regular leaning lessons and instructing children in various prescribed swimming techniques.
3. Provide supervision at Beach field trips and “Water Activity” field trips.
4. Effectively utilize camp staff in supervision of the children.

STATUS: Seasonal Full-time (non-exempt) based on camp schedule

SUPERVISOR: Teacher Specialist will report to the Camp Director and Director of Childhood Education

COMPENSATION: Hourly wage range of \$18 per hour to \$30 per hour; depending on job title and experience.

YWCA HISTORY AND KEY FACTS:

Around the globe, YWCA operates in 125 countries reaching 25 million women and girls through its work in 22,000 communities. It is the oldest and largest multicultural women's organization in the world. In the United States, the YWCA, founded in 1855, has over 200 local associations that serve 2 million members. Since its beginning, the YWCA has been a major force in this country's struggles for freedom, justice, and equality.

YWCA Greenwich's mission is to eliminate racism, empower women, and promote peace, justice, freedom, and dignity for all. Through leadership, innovative programs, services, and educational opportunities, YWCA Greenwich is a driving force for a healthier, safer, and more equitable community.

Today, YWCA Greenwich offers over 100 age-specific programs, events and services in a facility that features a fully equipped fitness center, pool, gymnasium, childhood education center, dance and yoga studio, tennis courts, domestic abuse center, art gallery, café, water playground, Kompan structures playground, sand play area, meeting rooms and staff offices.

The key programmatic areas are: Domestic Abuse Services, Aquatics, Childhood Education programs, Fitness memberships, Health & Recreation Programs, and the Center for Equity and Justice. More specifically:

YWCA Greenwich provides comprehensive direct services to victims of domestic violence through 24-hour hotlines, crisis intervention, counseling, court advocacy, and emergency sheltering. Recently we have added a Civil Legal Clinic and Financial Literacy Coaching to our array of free services to victims of domestic violence. In addition, the YWCA Greenwich provides prevention education through extensive training of key members of the community and age-appropriate domestic abuse prevention programs through the Greenwich Public Schools.

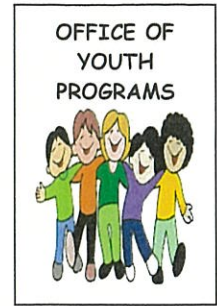
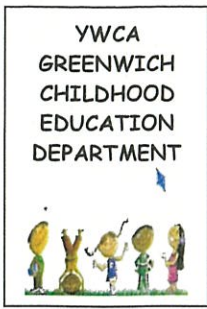
YWCA Greenwich has a nationally recognized swim team. The Dolphins, now in its 50th season with well over 200 swimmers, can point with pride to their fourth consecutive USA Swimming recognition as a "Silver Medal" Club, placing the team in the top 4% nationally.

YWCA Greenwich boasts a diverse top-rated international preschool center, with children from a variety of racial, ethnic, and economic backgrounds representing not only the United States but also 25 other countries around the world.

EQUAL OPPORTUNITY EMPLOYER:

YWCA Greenwich commits to provide equal employment to all qualified persons solely on the basis of job-related skills, ability, and merit, without regard to race, color, age, gender, sexual orientation, gender identity or expression, religion, national origin, ancestry, marital status, veteran status, genetics, physical or mental disability or handicap, or any other protected class status. YWCA Greenwich will make reasonable accommodations for qualified individuals with disabilities, unless doing so would result in an undue hardship, and provide a workplace free from sexual harassment, discrimination, and retaliation.

Black, Indigenous, Latinx, AAPI and LGBTQ+ persons are encouraged to apply.



CAMP TAYITO SUMMER 2024 STAFF APPLICATION

Name _____ Date _____

Address _____
Street City State Zip

Cell Phone Number _____ Email Address _____

Home Phone Number _____ Social Security Number _____

Date of Birth _____ Age _____ (for position qualifications purposes)

Education:

High School _____ Current Grade (Jr,Sr,etc) _____

College _____ Current Grade (Jr,Sr,etc) _____

Staff position applying for (please indicate): (Head Counselor, Camp Counselor, Assistant Camp Director, Camp Sports Director, Camp Lifeguard, Arts & Crafts Director)

POSITION APPLYING FOR: _____

Work Experience (List most recent employment first):

1. Dates Employed _____ Employer _____

Position _____

Supervisor _____ Phone Number _____

Reason for leaving _____

2. Dates Employed _____ Employer _____

Position _____

Supervisor _____ Phone Number _____

Reason for leaving _____

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References - List 3 (No relatives or friends your age):

Name	Address	Phone	Relationship
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Training - List any classes or courses taken (CPR/First Aid, etc.):

Special Skills - List any hobbies, interests (Art, Music, Sports, etc.):

Why would you like to be a staff member at YWCA Greenwich Camp TAYITO?

If applicable, what age group would you like to work with? _____

If applicable, what days and times are you available to work? _____

Have you ever been convicted of a crime? Yes _____ No _____

If yes, please give details: _____

(1) Applicant is not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to section 46b-146, 54-76o or 54-142a of the Connecticut General Statutes,

(2) Criminal records subject to erasure pursuant to section 46b-146, 54-76o or 54-142a of the Connecticut General Statutes, are records pertaining to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nolle, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon, and

(3) Any person whose criminal records have been erased pursuant to section 46b-146, 54-76o or 54-142a of the Connecticut General Statutes, shall be deemed to have never been arrested within the meaning of the general statutes with respect to the proceedings so erased and may so swear under oath.

List names of any relatives currently employed by this organization:

PLEASE READ THE FOLLOWING STATEMENTS CLOSELY:

- * I hereby guarantee the information shown on this application is true to the best of my knowledge.
- * If employed, any misstatement or omission of facts may result in my dismissal.
- * I understand and authorize the YWCA to conduct a background check in connection with this application for employment. Data obtained from said background check will be kept confidential.
- * I understand that this application is not an employment contract.

Signature _____ Date _____