



SIoux FALLS YMCA JOB DESCRIPTION

Job Title: Program Specialist

Status: Non-Exempt

Reports to: Camp Director

Department: Camp Leif Ericson

Revision Date: 04/20/2020

POSITION SUMMARY:

The Program Specialist will plan, organize, and implement activities in specific subjects, such as: music, nature, outdoor cooking, biking, and crafts. They will supervise campers and staff during specialized programs to ensure standards of operation, safety, creativity and structure are implemented. The Program Specialist may be asked to assist with other daily activities or duties and events including: overnights, parent nights, and outside events.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. We are welcoming: we are open to all. We are a place where you can belong and become. We are genuine: we value you and embrace your individuality. We are hopeful: we believe in you and your potential to become a catalyst in the world. We are nurturing: we support you in your journey to develop your full potential. We are determined: above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

1. Must be 18 years of age or older
2. Follow all camp standards as outlined in the Camp Staff Handbook
3. Guide and instruct individuals and groups of campers during the activity period
4. Plan, organize, and implement activities pertaining to the required subject
5. Purchase and maintain supplies required for the activity
6. Enthusiasm, sense of humor patience and self-control
7. CPR/First Aid Certification (provided during Counselor Training)
8. Obtain a Class B Commercial Driver's License (if applicable)
9. Must be able to work the entire summer. Must disclose during the interview process if a vacation has been planned
10. Assist in the transportation of campers to and from camp via busing

LEADERSHIP COMPETENCIES:

- **Attention to Detail:** works to ensure high quality results; uses time efficiently; checks work for accuracy prior to final project
- **Problem Solving:** identifies and resolves problems; gathers and analyzes information; develops solutions; uses reason and asks for help when unsure of how to proceed next
- **Oral Communication:** speaks clearly and persuasively; listens and gets clarification when necessary; responds informatively to questions
- and interpret written information.
- **Planning and Organizing:** prioritizes and plans own work activities; asks for needed resources; works to established goals and objectives
- **Professionalism:** Approaches other in a polite and tactful manner; maintains composure and reacts well under pressure; follows through on commitments
- **Quality:** Demonstrates accuracy and thoroughness; applies feedback to improve performance; monitors own work to ensure quality
- **Adaptability:** Adapts to changes in the work environment; juggling competing demands; changes approach or method to best fit the situation; able to deal with occasional change, delays, or unexpected events. Asks supervisor when unsure of priorities.

QUALIFICATIONS:

- **Education or Experience:**
 - High School diploma or in progress required.
 - Previous experience working with children in a structured environment of some capacity desired.
 - Previous experience or education in the specific subject area desired. Must be 18 years of age or older.
- **Other qualifications or skills:**
 - Desire and ability to work with children outdoors
 - Ability to relate with one's peer group
 - Ability to accept supervision, guidance, and help
 - Ability to assist in teaching activities
 - Good integrity, character, attitude and adaptability
 - Enthusiasm, sense of humor, patience, and self-control
 - CPR/First Aid Certification (provided during Counselor Training)
 - Must be able to work the entire summer. Must disclose during the interview process if a vacation has been planned
 - Class B Commercial Driver's License (if applicable)

WORK ENVIRONMENT/PHYSICAL DEMANDS:

- Frequently required to talk, hear or see
- Occasionally required to lift and/or move up to 25 pounds
- Occasionally required to bend, twist or climb
- Frequently required to walk or run
- Frequently required to stand
- Required to work outside in a variety of weather conditions, including but not limited to: heat, wind, rain, humidity.

SIGNATURE:

Today's date: _____

I have reviewed and understand this job description.

Employee's Name

Employee's Signature

Supervisor's Name

Supervisor's Signature