



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA Hayo-Went-Ha Camps JOB DESCRIPTION

Job Title:	LC Coordinator
Classification:	Exempt (Seasonal)
Salary:	As noted on your camp employment agreement
Other Compensation:	Room and Board
Reports to:	Camp Director
Revision Date:	March 2022

POSITION SUMMARY

The LC Coordinator is responsible for

ESSENTIAL FUNCTIONS

- Ensure each LC member has an opportunity to participate in desired activities.
- Participate in and lead specific areas of staff training pertaining to program.
- Work with the program director to schedule LC's , and then observe the LC's in these activities.
- Conduct inventory of all program needs and place orders when necessary, ensuring timely arrival of supplies (See Camp director before purchasing materials).
- Supervise LC's at all times – know where they are and what they are doing. (Including group days off).
- Coordinate coverage of the position.
- Post schedules for activities in advance to allow LC's preparation time.
- Initiate and complete a group project during the scheduled time.
- Assist with cabin assignments for LC's during the last 2 weeks.
- Keep accident/incident reports that can be used for risk-management assessment.
- Prepare a summary and evaluation of the LC program.
- Write camper reports on each LC with your thoughts and observations, and make recommendations for the following season.
- Monitor all aspects of the LC program.
- These are not the only duties to be performed. Some duties may be reassigned and other duties.
- may be assigned as required by the Camp Director.
- Performs any other functions necessary for the smooth and efficient operation of camp to make experience the best it can be for our campers.

REQUIREMENTS/QUALIFICATIONS:

- At least 21 years of age.
- Training and experience in supervising and delegating staff.
- Training and experience in working with children.

Ability to work well with others.

- Ability to originate, and/or monitor all Leaders Corp activities, maintain schedules, and implement them in camp activities.
- Current CPR and first aid certifications.
- Desire to work and live in a camp community.

YMCA LEADERSHIP COMPETENCIES:

- **Relationship-building:** Creates and maintains authentic relationships while enhancing individual and team performance.
- **Communication:** Listens and expresses self effectively and in a manner that reflects a true understanding of the needs of the audience.
- **Developing Others:** Recognizes and acts on the need to continually develop others’ abilities to attain the highest level of performance.
- **Decision-making:** Integrates logic, intuition, and sound judgment to analyze information to identify key opportunities, make thoughtful decisions and solve problems.
- **Leadership:** By providing the right example, motivates and encourages others in pursuit of common goals.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The LC Coordinator must have the willingness to work long days.
- Standing and walking throughout camp for long periods of time.
- Must be able to lift up to 50lbs.
- Must be able to lead activities and teach the LC’s lessons on how to be successful and responsible future cabin leaders.

EFFECT ON END RESULTS

The LC Coordinator at Hayo-Went-Ha Camps play a vital role to ensure the best possible experience for the LC campers. The end result will be measured on the level of knowledge, responsibility, experience, and preparedness of the LC’s on their journey to become future cabin leaders. The camp director will meet with the potential LC’s staying on as staff to evaluate.

Note: Employees are held accountable for all duties of this job. This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

SIGNATURE:

I have reviewed and understand this job description and I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of the State YMCA of Michigan. I acknowledge that this job description is not to be construed as an express or implied contract of employment and does not alter my status as an employee at will.

Employee’s name

Employee’s signature

Today’s date: _____



