

## **Program Staff Lead**

### **JOB GOAL:**

An energetic Camp Program Staff Leader supervises and instructs programs to Program Staff. The Program Staff Lead is responsible for camps Day-to-Day operations, programming and evaluating with program staff and assuring that health, safety, and program goals are being met in an efficient, positive and effective manner under the supervision of the Youth Program Coordinator and Director.

### **ESSENTIAL FUNCTIONS:**

This position is responsible for scheduling program staff at the appropriate programs and supervising camp program staff in program facilitation to campers. Responsible for camp spirit in daily programs activities, ensure safety and well-being of campers, participate in planning and implementation of quality Y programs and objectives, and serve as a positive role model for Program staff and campers.

### **JOB DUTIES:**

1. Supervise, monitor and evaluate the program staff
2. Scheduling Program staff to specific program areas for each session
3. Monitor and facilitate programs and activities.
4. Participate in Summer Camp Debrief sessions and Staff Check-ins.
5. Assist in gathering correct camper growth data for end of camp reports (camper surveys); Program area questions specifically
6. Participate in giving input to camp schedules for cabin rotations in programming areas
7. Assure all paperwork is kept accurate including but not limited to: program attendance and session rosters
8. Maintain a current and accurate record of all camper rosters and cabin schedules
9. Monitor camper behavior and work directly with Youth Leaders when conflicts arise
10. Report twice daily to the Youth Program Coordinator with updates.
11. Stay in cabins with Youth Leaders and Campers as needed
12. Adhere to all Y Youth and Teen Program Standards
13. Other duties as assigned

### **RESPONSIBLE TO:**

Youth Program Coordinator