



**YMCA CAMP SEQUOIA LAKE**  
**Golden State YMCA**  
**Job Description**

Position: Support Program Manager

Grade: Summer Seasonal

Dates: June 3rd - August 17th (Performance-based contract extensions available.)

Supervisors: Director of Camping

Position Purpose:

To further the mission of YMCA Camp Sequoia Lake through the development and delivery of adventure challenge activities / Waterfront based activities and other programs at camp. Facilitate adventure challenge activities that are safe, fun, and appropriate to the campers' age and abilities. Supervise and assess swimming, boating and fishing activities. Assist in the operational management of the adventure challenge facilities and Waterfront equipment. Manage and assist in the training of program staff.

Essential Job Functions:

- Deliver an effective and memorable adventure challenge program to campers. and ensure excellent customer service at all waterfronts.
- Work closely with the YMCA Camp Sequoia Lake leadership team to ensure thorough program coverage for all departments.
- Attend weekly leadership team meetings and report on achievements, challenges, solutions and needs.
- Assure adherence to YMCA Camp Sequoia Lake policies and American Camp Association Standards.
- Performs written mid and end-of-season evaluations for support program staff.
- Provide positive, encouraging support to staff and help them grow in their positions.
- Use positive, collaborative, solutions-oriented communication to serve a healthy work environment.
- Write lesson plans that meet camp outcomes and the abilities of the campers.
- Evaluate adventure challenge abilities of campers and staff.
- Evaluate abilities of campers and staff while in or on the water.
- Deliver progressive adventure challenge program activities.
- Expand the camp's activities with new games and initiatives.
- Ensure that camp staff and campers know and follow safety and educational procedures in adventure challenge and while at the waterfront.
- Provide guidelines for a program utilizing the initiatives and the challenge course.
- Update and Maintain the YMCA Sequoia Lake Waterfront Handbook
- Ensure campers and staff follow safety procedures in all areas..
- Conduct daily check of area and equipment for safety, cleanliness, and good repair.
- Maintain the program equipment and elements.
- Clean program area daily keeping it free of hazards and debris.
- Fill in for absent staff as necessary.
- Partners with outside user groups to create a challenge course and waterfront schedule that best meets the needs of all parties.

Other Job Duties:

- Participate enthusiastically in all camp activities, planning and leading those as assigned.
- Be well versed in camp Emergency Protocols and have the ability to aid in the facilitation of rescue and evacuation procedures if necessary.
- Aid staff in adhering strictly to a daily schedule and maintaining timely reporting to program areas with adequate time for safe and complete set-up.

- Participate as a member of the camp staff team to deliver and supervise evening programs, hikes, special events, overnight, and other all-camp activities and camp functions.
- Assist in the planning of any special events.
- Aid in the cleaning of cabins and other camp facilities at times of turnover in all camps.
- Other duties as assigned.

#### Equipment Used:

YMCA Camp Sequoia has 3 unique Swim areas and also offers Sailing, Canoeing, Kayaking, Rowing, Fishing, Lake swims. There are also a number of different adventure areas that include Low Ropes Course, Climbing Tower, Zip Line, High Ropes Course, Giants Ladder.

#### Qualifications:

- Minimum 21 years of age.
- Current certification in challenge course operation
- Must be willing and able to attend an onsite Challenge Works training and hold a current certification in lifeguard training or equivalent
- Current certification in first aid and CPR.
- Training and experience in teaching adventure challenge activities.
- Experience training others in challenge course facilitation.
- Desire and ability to work with children outdoors.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Must possess exceptional decision making skills, sound judgement, and maturity.
- Strong willingness and desire to work with diverse populations.
- Spanish speaking a plus, but not required.
- Ability to communicate in an effective, timely, and positive manner.
- Must submit self-reported health history form and immunization record prior to first day of work. All submissions will be reviewed by the medical supervisory team.
- Must pass a criminal background check and drug screening.
- Must be able to adhere to and aid in the enforcement of the YMCA's zero-tolerance drug, alcohol, and tobacco policy.

#### Diversity and Inclusion Statement

The Y is made up of people of all ages and from every walk of life working side by side to strengthen communities. Together we work to ensure everyone—regardless of gender, income, faith, sexual orientation or cultural background—has the opportunity to live life to its fullest. We share the values of caring, honesty, respect and responsibility—everything we do stems from it. This applies to our hiring practices and how we serve our participants.

I have read the requirements stated in this job description and by my signature below indicate my understanding of these requirements

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_