



**FOR YOUTH DEVELOPMENT®**  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY



**Job Title: Leadership Development Program Coordinator**

Reports to: Assistant Director

### Position Summary

The Leadership Development Program Coordinator (LDPC) oversees all aspects of the LDP program and Trips Center.

### Essential Functions

- Provide direction to the LDP leaders by planning, scheduling and supervising daily activities.
  - The LDPC should meet with all LIT and CIT groups 1 week prior to their session to help leaders begin planning for their group. Each week should be laid out and each important piece of curriculum should be met. There should be little to no down time. For CITs verify which leader is taking which weekend off.
  - Ensure all pieces of the LDP curriculum are being met.
- Manage LDP camper events and behaviors.
  - Track Birthdays and ensure counselors and Kitchen staff are aware.
  - If LDP camper behavior goes beyond the scope of the leaders, the LDPC will step in to manage the camper and develop an action plan.
  - Communicate with Program Area Directors when their areas are being utilized by the LDP campers.
  - Find a place for LIT and CIT luggage when they are on trail.
  - Check in with each LDP group each day.
  - Check in with every LDP group on Sunday night.
- Work with the Outbound Trips Director and LDP leaders to ensure groups are ready for trail.
  - Be present when each group departs to be sure they are ready.
  - Ensure leaders are equipped with appropriate gear, food, communication devices, orientations, emergency money, maps and route information, Extended Trip Form, Health Forms, Permits, etc.
  - Ensure all groups complete their pre- and post- health checks
  - CIT shirt designs must be turned in at the end of the first week. Only a single color imprint is allowed. All shirt sizes and the colors of the shirt and imprint must be included.
- Debrief with campers and leaders after they return from trail.
  - Conduct Surveys of the LIT and CIT participants near the end of their camp experience.
- Work with Program Director to monitor and assign drivers for trip pickup and drop offs.
  - Ensure vehicles are kept clean and receipts are turned in a recorded.
  - Assist by driving long trips at least twice.
- Drive Tractor to the Outpost at least once a week for Overnights. Have lunch at the Outpost with the cabin group.
- Assist with Check in and Check out days.
- Attend Saturday and Sunday Staff Circle, Tuesday Management Meetings and other staff meetings or in-services as requested. Offer insight, advice, encouragement and observations.
- Complete various administrative duties
  - Cabinize incoming LDP campers. LIT II groups must be split before arrival.
  - Ensure camper letters are given to their counselor and printed and ready to distribute by Sunday after staff circle.



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- Ensure blank counselor letter to campers are handed out by Saturday staff circle. These should be available in the office by Wednesday for people who would like to complete early.
- Record LDP behavioral notes in Camp Minder.
- Provide performance reviews for all LDP CIT leaders at least once every four weeks. Informal reviews should be done every two weeks. Work with the PD or CCs if you share staff to be sure the staff receive a review.
- Evaluate and update program curriculum as needed.
- Write an End-of-Summer Report that evaluates the LDP Program.
  - What went well? What didn't?
  - New ideas
  - Tips on teaching, planning, supply stores, gear, day-to-day duties and projects
  - Inventory
  - Anything that may help future leaders, coordinators, etc
- Be model staff in attention to detail and willingness to pitch in. Be places on time or early.
- Report any and all maintenance issues related to your program to the Maintenance Team and/or your supervisor.
- Exemplify quality customer service
  - Respond to parent emails and phone calls within 4 hours. One day max.
  - Communicate with parents timely when there is adverse weather conditions on trail and when campers return from trail.
- Play an integral role in check in and check out day. Please see separate pages for info.
  - Check cabins in on Sunday. See separate sheet.
  - Help with cabin check out on Friday.
- Dining Hall Monitor (Breakfast, Lunch or Dinner) assigned daily between MGMT staff.
  - Ensure that cabins are getting through the buffet line.
  - Ensure that Grace is done before the meal.
  - Monitor cabin dynamics and volume.
  - Award Clean Cabin and facilitate the Siesta song during lunch.
  - Ensure staff and camper birthdays are celebrated during mealtime.

### **Responsibilities of All Camp Olson Staff**

- Follow all policies as outlined in the Staff Manual
- Aids in the development and education of Leadership Development Program participants
- Maintains positive working relationships with campers, parents, and other staff
- Encourages physical, emotional and spiritual growth and positive character development in all campers
- Practices cultural humility, striving to actively learn about and be sensitive to all cultures
- Maintains the cleanliness of their living space (and communal living space) to which they are assigned
- Cares for and maintains any program equipment, supplies, and spaces they use (including program areas, staff lounge, costume closet, keys, etc.). Any observed risks or facilities in disrepair must be immediately reported to the Maintenance or Management Team.
- Assist with other job duties outside the normal scope of their job description or contract to ensure that programs run smoothly and safely, or is deemed necessary by the Camp Director.



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## Work Environment

Camp Olson YMCA is located in the rural community of Longville, 3.5 hours north of the Twin Cities Metro area. Our property holds over 1,350 acres of pristine forests, lakes, fields, and trails. Our rustic cabins are ideal for small-group living.

This position works Sunday noon through Saturday noon and is provided with one night off from 6:00pm through midnight, and one afternoon block per week. Counselors are expected to live in a cabin with 8-10 campers and 1-2 co-counselors, leading and participating in cabin activities in the morning, working in various program areas in the afternoons, and participating in all-camp activities in the evening.

The physical and emotional demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Capable of maintaining effective physical, mental, emotional and social interactions in our group-based, youth centered and community living program.
- Willingness to live in a camp setting, work irregular hours, with daily exposure to the natural environment.
- Visual, auditory, physical, and decision-making ability to calmly and effectively identify and respond to various hazards or emergencies.

## Qualifications

- Understanding of the mission and goals of Camp Olson and an appreciation for living out of doors.
- Ability to relate to and work effectively with a diverse staff and camper population for the fulfillment of YMCA goals.
- An affinity for working with children in a camp setting and desire to be a role model.
- Must be at least 19 years old.
- Ability to manage peers. Supervisory experience preferred.
- Quality communication and problem solving skills.
- Experience in leadership and working as a team.
- Experience in wilderness camping and tripping.
- Certification in CPR, First Aid, Lifeguarding or ability to obtain.

## Benefits

- Competitive salary with opportunities for bonuses based on experience and certifications.
- Room and board are included.
- Staff lounge with wireless internet and full kitchen available.
- Opportunities for professional training and certifications.
- Professional discounts through the ACA and ExpertVoice.