



The Bangor Y
YMCA and YWCA of Greater Bangor
127 Hammond Street and 17 Second Street, Bangor, ME 04401
Phone 207-941-2815 or 207-941-2808 Fax 207-941-2819 or 207-941-2812

Job Description

Date 3/10/2008
Job Title Sports and Games Director
Department Camp Molly Molasses
Reports to Director/Assistant Director

Job Summary

Implement a program that provides a safe, healthful and nurturing child-centered environment.

Education

Experience

Experience and enjoyment working with children.
Adaptability in outdoor and unstructured situations.
Pleasant personality.
Emotional maturity, good moral character and integrity.

Special Training, Skills and/or Certifications

Training and experience in conducting activities in the area of sports and games.

Physical Demands

Responsibilities

- Adhere to the Code of Conduct and all other policies implemented by the Bangor Y.
- Work closely with the Camp Director, Assistant Director, Counselors, Junior Counselors, Co-Program Directors, parents, and volunteers to develop a program that provides for each child's social, emotional, cognitive and physical development.
- Promote and articulate the mission, goals and philosophy of the Bangor Y and the program.
- Attend staff meetings as required.
- Attend training workshops as required.
- Attend and participate in sleepovers as required.
- Meet with the Director/Assistant Director periodically to discuss plans, problems, and appraisal of his/her work.
- Assist in maintaining the overall order, neatness, and cleanliness of the camp program.
- Develop and implement a well-planned program of instruction in both sports and games for children 5-14.

- Responsible for maintenance and inventory of all equipment and clean up of equipment and materials after each use.
- Responsible for pre-season and post-season inventory.
- Supervision of Counselors, Junior Counselors and campers when participating in sports and games.
- Help in planning of and participate in all camp wide activities/special events.
- Have pre-planned programs for rainy days.
- Responsible to hand in and discuss with Camp Director/Assistant Director developmentally appropriate lesson plans on Wednesday before each week begins.
- May be assigned to a unit to assist and supervise as needed during the season.
- Responsible for the well being of each group member during sports and games time.
- Maintains a warm and friendly disposition with all children, parents and staff.
- Maintain the confidentiality of children and their families enrolled in the camp program.
- Take initiative and provide activities for children when idle.
- Notify the Camp Director/Assistant Director of any suspicions of abuse/neglect of a child.
- Provide for supervision of children both indoors and outdoors that meets proper staff child ratios and provides for a safe and healthful environment.
- Notify the Camp Director/Assistant Director of any child or staff illness.
- Notify the Camp Director/Assistant Director of any injury to a child or staff member. An accident report will be filled out within two hours of occurrence of injury. Obtain parental/guardian signature that day. This will be submitted to the Camp Director/Assistant Director.
- Report to the Camp Director/Assistant Director any person exhibiting atypical behavior in the vicinity of camp. The staff will remove the children from the area.
- Release children only to authorized individuals.
- Perform all other duties as assigned

By signing below, I agree to accept the position as described in this job description.

Sports and Games Director Date

Camp Molly Director Date

Modified on