



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: Adaptive Camp-Site Supervisor

Leadership Level: Leader

Status: P/T

Reports to: Director of Adaptive & Outdoor Programming

Pay Rate: \$21.50/hr

FLSA Status: Non-Exempt

Department: Youth Development

Revision Date: 12/1/2025

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening the community through youth development, healthy living, and social responsibility.

The Piedmont Family YMCA is looking for enthusiastic leaders to help make a positive impact on our campers enrolled in the Charlottesville area Adaptive Camp program this summer. The Site Supervisor performs a variety of duties and is responsible for overseeing all daily camp program activities, supervision, and operations; which is comprised of youth, teens and adults with developmental delays and disabilities. Responsible for positive behavior interventions, ensuring the delivery of high-quality programming and creating a positive, nurturing relationships with campers.

2026 Summer Camp Dates:

Mandatory Staff Training:

- Dates: June 8-12 (Monday–Friday)
- Hours: 8:30 AM–4:30 PM each day
- Attendance: Required

Required 2026 Adaptive Camp Dates:

- Youth Camps: June 15-July 3 (no camp June 19)
- Teen/Young Adult Camp: July 6-24
- Hours: 8:30 AM–4:30 PM each day
- Attendance: Required

Optional 2026 Adaptive Camp Dates:

- Adult Camp: July 27-31 (Monday–Friday)
- Hours: 8:30 AM–4:30 PM each day
- Attendance: Optional

ESSENTIAL FUNCTIONS:

- Assist with pre-camp planning: making daily schedule, creating themes, researching activities, making supply lists.
- Review camper registrations and forms prior to camp, work with Director to speak with guardians, write behavior plans and responsible for overseeing implementation throughout the summer.

- Present for conversations and conferences with guardians about discipline or camper behavior.
- Manage the scheduling and coordination of day to day camp programming.
- Implement daily activities, field trips, and programs that are age and ability-appropriate and inclusive for individuals with disabilities and consistent with the Y's values.
- Assist Director with providing feedback, coaching and supervision for assistant site supervisor and counselors.
- Develops and maintains good working relationships with the staff, parents and families by way of open communication, positive problem solving, flexibility, and teamwork.
- Maintains YMCA requirements/ratios and ensures all staff members do the same.
- Responsible for ensuring supervision of a group of 10-20 campers.
- Creates a positive working environment and models' positive attitudes and professional tones/interactions with campers, caregivers, parents and staff.
- Provides and welcomes ongoing dialogue with parents and caregivers about their campers needs and progress; connects families to the Y.
- Organizes and maintains camp equipment, supplies and property.
- Adheres to program standards including safety and cleanliness.
- Maintains thorough knowledge of the licensing standards set forth by the Commonwealth of Virginia and maintains compliance at all times.
- Maintains camp records including, but not limited to: accident & incident reports, sign in/out sheets, attendance documents.
- Responsible for Medication Administration (training provided).
- Adheres to the YMCA's core values of caring, honesty, respect, and responsibility.
- Strong communication with the Director to include camp updates, needs and concerns.
- Performs other duties as assigned.

LEADERSHIP COMPETENCIES:

Advancing Our Mission & Cause: Engaging Community, Volunteerism, Philanthropy, Change Leadership

Building Relationships: Collaboration, Communication & Influence, Inclusion

Leading Operations: Critical Thinking & Decision Making, Fiscal Management, Functional Expertise, Innovation, Program/Project Management

Developing & Inspiring People: Developing Self & Others, Emotional Maturity

QUALIFICATIONS:

- At least 21 years of age
- Prior experience in working with individuals with disabilities (paid, volunteer, or internship)
- Available to work between the hours of 8:30 am-4:30 pm, Monday – Friday

The Y: We're for youth development, healthy living, and social responsibility.

- Ability to work June 8-July 31 (vacation days should be approved prior to employment)
- Current Adult/Child/Infant First Aid/CPR/AED certification, Child Abuse Prevention certification, and Bloodborne Pathogen certification by first day of camp (available prior to camp training week)
- Strong group leadership skills, high energy level, adaptability and dependability
- Able to communicate, supervise and provide sound judgment to participants and staff
- Able to react quickly, calmly and appropriately in an emergency situation
- Ability to perform first aid
- Ability to demonstrate leadership, initiative and creativity in order to establish and direct a comprehensive camp
- Ability to maintain composure when interacting with staff, campers and caregivers
- Ability to tactfully discuss campers' behavior with the campers and caregivers as needed

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Must be able to work in fast paced environment that requires patience, focus and diligence.
- Ability to plan, lead and participate in a range of activities in a variety of outdoor/indoor settings, including working outside for extended periods of time during summer conditions.
- The physical demands will include standing, running, walking up and down stairs frequently, bending down, lifting program supplies. Should be able to lift up to 50 lbs.
- Able to enter, stand and move in a pool or lake.
- May involve interaction with participants experiencing behavioral or emotional escalation.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____