



**The mission of DYF is to improve the quality of life for children, teens and families affected by diabetes. The organization provides recreation and education within a supportive community, encouraging personal growth, knowledge and independence.**

## POSITION DETAILS

Position Title:	Sports & Games Program Coordinator
Reports to:	Program Supervisor
Functional Area:	Program Team
Employment Status:	Seasonal, Non-exempt

## POSITION PURPOSE

To further the mission of the camp through the development and delivery of sports, games and activities that are active, safe, fun, and appropriate to the participants' ages and abilities.

## KEY RESPONSIBILITIES

- Develop and deliver a Sports & Games program that is appropriate for the ages and abilities of the participants
  - Write lesson plans that meet camp outcomes and the abilities of the participants.
  - Evaluate abilities of participants, including staff & volunteers.
  - Design and deliver sports and games activities that safely utilize the camp field and sports courts through various fun and non-competitive activities while making use of the camp's natural environment.
  - Implement games and activities that encourage all campers and staff to participate; make changes to the curriculum if camper interest is low.
  - Evaluate the success of the sports and games program and make changes as necessary.
- Ensure that camp staff and campers know and follow safety and educational procedures
  - Assist in the implementation of staff training for sports and games.
  - Train other staff in their responsibilities while on the sports field and courts.
  - Ensure that campers and staff follow safety procedures.
  - Assist counselors with the development of games for their own campers and for special events
- Assist in the management and care of the physical facilities and equipment in the sports and games program area
  - Maintain the sports and games equipment within the program closet.
  - Ensure the security of the sports and games equipment and supplies, including doing inventory and planning for replacement of equipment in a timely manner.
  - Conduct a daily check of the area and equipment for safety, cleanliness, and good repair.
  - Clean sports and games areas to keep them free of hazards and debris.
- Participate enthusiastically in all camp activities; plan and lead those as assigned.
- Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- Assist in the planning of any special events.
- Assisting with deck counseling duties including midnight checking and sleep-in.
- All staff members are expected to form positive and professional relationships with all of the camp teams including counselors and program team members, kitchen team members, maintenance team members, and healthcare professional volunteers.

## EQUIPMENT USED

- The Sports & Games Program Coordinator may be asked to use specific equipment while on or off camp. These include but are not limited to:
  - Basketballs
  - Soccer balls
  - Baseball bats
  - Cones
  - Hula hoops
  - General sports equipment
  - Diabetes related equipment

## STATEMENT REGARDING QUALIFICATIONS

DYF does not expect every applicant to have every skill and qualification listed here, and we are committed to the professional development of our employees. A strong candidate who is interested in growing and learning in this role might be a good fit if they can demonstrate some or most of the qualifications listed below.

## ESSENTIAL QUALIFICATIONS

- Documented experience in sports and games instruction.
- Current certification in first aid and infant, child and adult CPR, including AED.
- Must be 21 years of age or older.

## DESIRED QUALIFICATIONS

- Training and experience in teaching sports and games to children, teens, and adults.
- Desire and ability to work outdoors with participants in varied conditions.
- Ability to encourage participation by campers and staff by providing activities that are fun and provide high interest to the group.

## WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Ability to communicate and work with groups of varying ages and skill levels while providing necessary instruction to campers, volunteers, and staff.
- 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.
- Physical ability to lift at least 50 pounds.
- Endurance for prolonged standing, bending, stooping, walking long distances, hiking, climbing and stretching.
- Hand-eye coordination and manual dexterity to manipulate outdoor equipment and camp activities including insulin administration and blood checking.
- Average range of hearing and eye sight to record, prepare, and communicate appropriate camper activities and programs.
- Willingness to live in a camp setting and work irregular hours with limited or simple equipment and facilities with daily exposure to sun, heat, and animals such as bugs, snakes, bears, & bats.
- Full vaccination against COVID-19.

## COMPENSATION

Summer Programs: \$527 per week, with meals and lodging included.

Weekend Programs: This is a volunteer position with no monetary compensation but with meals and lodging included for the length of the program.

## STATEMENT REGARDING INCLUSION

DYF believes that all of our stakeholders deserve access to culturally relevant and inclusive programming. We strive towards fostering a culture where our staff are represented and honored for their identities and lived experiences. We recognize that this work is ongoing, and we strongly encourage people from all backgrounds to join us in this process, particularly people with disabilities, people of color, veterans, and LGBTQ+ community members. The person selected for this role must value and advocate for equity and inclusion.

## TO APPLY

Visit the DYF website at [www.dyf.org](http://www.dyf.org) to submit an application online.  
Please direct any questions about this position to [info@dyf.org](mailto:info@dyf.org)

*This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.*

*DYF is an equal opportunity employer and does not discriminate against applicants or employees with respect to any terms or conditions of employment on account of race, color, national origin, ancestry, sex, sexual orientation, age, religion, creed, physical or mental disability, medical condition, marital status, citizenship, military service status, or any other characteristic protected by state or federal law or local ordinance.*