Recreation and Programs Operations Training Program
Estes Park Center, YMCA of the Rockies

Phase 1 – Introduction - March 16 to May 22

Objective: The trainee will be introduced to the YMCA of the Rockies, Estes Park Center and the Programs Department.

Tasks: YMCA of the Rockies, Estes Park Center Human Resources Orientation. International Training Program Orientation –The trainee will attend formal presentations as well as a tour of the property and team building sessions in order to be introduced to the YMCA and also learn more about American Culture. The Trainee will be introduced to the Programs Department by the Program Director.

Phase 2 – Day Camp – May 22 to August 16

Objective: We have one of the largest and by far the oldest day camp programs in the country, serving hundreds of children pre-school through high school on a daily basis. The purpose of this phase is for the Trainee to learn teaching methods for activities to day camp participant and to show him or her how to manage a successful Day Camp operation.

Tasks: Through shadowing the Youth Programs Coordinator, the Trainee will learn to teach activities to day camp participants. He or she will learn how to implement the YMCA core values of Caring, Honesty, Responsibility, Respect, and Faith into activities and learn teaching methods for integrating these values in the day camp program. He or she will learn to prepare for teaching activities through shadowing the Youth Programs Coordinator as they purchase supplies and schedule activities for day camp. He or she will receive some operational training by learning the pre-registration, check-in, waiver process, and camp policies and procedures.

Phase 3 - Outdoor Education - August 16 to November 15

Objective: The purpose of this phase is for the Trainee to learn to teach in an Outdoor Education Setting.

Tasks: The trainee will complete the following: Estes Park Center Orientation and International Trainee Orientation, Tour the Museum and Library to learn YMCA history. He or she will complete the following:

Learn teach a minimum of 5-7 classes proficiently. Learn to lead student orientation to the facility prior to classes. Learn to lead teacher orientation to the facility prior to classes. Learn to prepare a bill for check-out. Shadow the Outdoor Education Director to make phone contacts with schools, answering questions, scheduling dates and classes and making confirmations. Learn the outdoor education curriculum necessary for the state of Colorado requirements. Shadow the outdoor education director during parent/teacher orientation prior to their arrival at YMCA of the Rockies.

Phase 4 – Family Programming - November 16 to March 16

Objective: The goal of this phase is for the Trainee to learn to teach activities to families in a family lodging setting.

Tasks: Many of our guests come to enjoy and learn about the outdoors. He or she will shadow the Assistant Program Director and Family Programmers as they teach classes in archery, ecology, nature, hiking, and icebreakers. Under the guidance of the Assistant Program Director, he or she will learn to advertise these classes in the Estes Park Center Program Bulletin. He or she will learn to plan, implement and evaluate a variety of family programs to our guests including family weekends by first shadowing the Assistant Program Director and then implementing her own. Classes: the Trainee will attend formal classroom training. Classes once per week in the YMCA Global Mission, Management, Leadership, Resume Writing and Interviewing

This plan is a guide. It can be revised to fit a candidate's specific interests.