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## YMCA JOB DESCRIPTION

### Summer Camp Counselor

Job Title: **Summer Camp Counselor**

Job Code:

FLSA Status: Part Time Hourly

Job Grade:

Reports to: School Age Director

Revision Date: 3/31/16

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#### POSITION SUMMARY:

The Day Camp Counselor will supervise and effectively lead a group of campers in daily camp activities. Day Camp Counselors will provide a safe and nurturing environment for campers and will be actively involved and have a positive attitude about all camp activities. Plans and implements daily program activities that is culturally relevant, developmentally appropriate and consistent with YMCA values. Attends and participates in family nights, program activities, staff meetings and trainings. Be a positive role model by providing a quality experience to children and parents focused on YMCA core values: honesty, respect, responsibility, and caring.

#### ESSENTIAL FUNCTIONS:

- Serve as a role model with high integrity, and the ability to adapt
- Prospect Employee should possess values that coincide with YMCA values and standards.
- Plan and direct group activities with Day Camp Director, co-workers and campers as appropriate.
- Supervise all aspects of the camper's day including group activities, lunch, camp tracks, and swimming.
- Assist Campers in the development of the values of caring, honesty, respect, and responsibility in a safe and nurturing environment.
- Assist each camper with meeting personal goals and goals established by the YMCA (asset & character development)
- Ensure the safety of the campers by following and enforcing all YMCA policies, rules, regulations and procedures, including emergency and safety procedures.
- Ensure equipment and facilities are kept in good repair and condition.
- Complete incident and accident reports as necessary.
- Maintain positive public relations with parents, visitors, and the general public at all times.
- Responsible for the sign in/out table and/or the early/late camp activities.
- Respond to and provide opportunities for discussion of individual or group problems or concerns.
- Attends staff meetings and trainings as scheduled.
- Provide Christian leadership for your group and all kids in the program(s).
- Anything else determined to be part to successfully fulfill the job duties assigned to school age counselor.

## YMCA COMPETENCIES

*Mission Advancement:* The incumbent shall have performed his/her duties satisfactorily when his/her staff are working at an overall good level of performance, facility care is evident, program quality and variety is in place, finances are on track, committees are meeting on time and overall image and perception of the work area is good and well liked which will relate to increased members and retention.

*Collaboration:* Develops strategies to ensure staff and volunteers reflect the community. Builds and nurtures strategic relationships to enhance support for the YMCA. Serves as a community leader building collaborations based on trust and credibility to advance YMCA mission and goals. Communicates for influence to attain buy-in and support of goals. Provides tools and resources for the development of others.

*Operational Effectiveness:* Integrates multiple thinking processes to make decisions. Involves members and community in the development of programs and activities. Ensures execution of plans. Institutes sound accounting procedures, investment policies and financial controls. Assigns clear accountability and ensures continuous improvement.

*Personal Growth:* Fosters a learning environment embracing diverse abilities and approaches. Creates a sense of urgency and positive tension to support change. Anticipates challenges that can sidetrack or derail growth and personal learning. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

## QUALIFICATIONS:

- Age requirement minimum: 18 years of age.
- Ability to handle diverse behaviors and situations
- Ability to teach and assist in teaching skills and activities
- Ability to maintain composure during stressful activities
- Able to handle own group as well as addressing issues that arise in your area
- Demonstrated maturity to handle the responsibilities involved in maintaining a safe and nurturing environment for all participants
- High school graduate or equivalent; one year or more of college preferred.
- Experience working with children preferably in a day camp setting.
- Experience preferred in one or more of the following areas: outdoor living, archery, camping, songs/music, skits, sports, aquatics, recreational games, etc.

## PREFERRED CERTIFICATIONS:

Certifications: CPR, AED, First Aid certification