



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## CHILDCARE

Job Title: **Child Care Summer Camp Counselor**

FLSA Status: Non-Exempt

Reports to: Youth and Family Director

Revision Date: 3/24/16

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### POSITION SUMMARY:

Provides direction for the program and classroom, and implements program curriculum. Provides a quality experience to children and parents that focuses on the YMCA values: honesty, respect, responsibility, and caring.

### ESSENTIAL FUNCTIONS:

1. Implements curriculum within the established guidelines.
2. Designs and implements daily lesson/activity plans.
3. Supervises the children, classroom, and all activities.
4. Makes ongoing, systematic observations and evaluations of each child.
5. Conducts parent conferences, and maintains positive relationships and effective communication with parents. Engages parents as volunteers.
6. Maintains program site and equipment.
7. Maintains required program records.
8. Attends and participates in family nights, program activities, staff meetings, and staff training.

### YMCA COMPETENCIES:

*Mission Advancement:* Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

*Collaboration:* Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

*Operational Effectiveness:* Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience.

Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

*Personal Growth:* Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical

### HAMMOND FAMILY YMCA

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knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

### **QUALIFICATIONS:**

1. Meets educational and experience qualifications established by state law.
2. At least 18 years of age.
3. CPR, First Aid, AED certifications, Westbend trainings and Child Abuse prevention training within 30 days of hire date.
4. Previous experience working with children in a developmental setting preferred.
5. Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.
6. Previous experience with diverse populations. Ability to develop positive, authentic relationships with people from different backgrounds.

### **PHYSICAL DEMANDS**

Ability to plan, lead and participate in activities.

1. Ability to walk, stand, and sit (including on the floor) for long periods of time.
2. Exposure to communicable diseases and bodily fluids.
3. Must be able to lift and carry food and supplies weighing up to 20 pounds.
4. Ability to stand or sit while maintaining alertness for several hours at a time.
5. Position may require bending, leaning, kneeling, and walking.
6. Ability to speak concisely and effectively communicate.
7. Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.
8. Ability to view/enter data for long periods of time.

### **RESPONSIBILITIES**

1. Plan, supervise and implement the program in accordance with goals and policies of the YMCA School Age Child Care.
2. Be responsible for the safety and welfare of the children the entire day, from the time they arrive until they go home.
3. Accompany children in their unit to each activity; stay with them at all times.
4. Document attendance, absences and emergency information on each child.
5. Maintain a professional attitude and loyalty.
6. Turn in all paperwork (attendance sheets, time sheets, etc.) and machines at the end of the week.
7. Be responsible for the appearance, décor and learning environment of the site, including cleaning after each use.
8. Document injuries or other hazardous happenings on Incident Report and notify Child Care Director immediately.
9. Assist in pool area, in and out of the water, as well as supervising children while in locker rooms.

### **DRESS CODE**

1. Black or khaki pants.
2. Designated shirt, with name tag opposite of YMCA logo.
3. Closed toe shoes.
4. Jeans may be worn on Fridays with approved shirt.
5. One piece swimsuits or swim trunks, and a towel are required for swim days.

**CELL PHONES**

**Employee shall not use cell phones and/or other devices while on shift. The use of the YMCA phone will be available. Usage of cell phone/electronic device will result in disciplinary action and/or termination. Employees may not take pictures or video of students without consent of Child Care Director and may only use approved camera and be displayed on approved social media.**