



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: Day Camp Counselor

Job Code: (63)

Reports to: Youth & Family Director

Revision Date: 2-1-2018

POSITION SUMMARY:

Responsible for the supervision, programming, and safety of a group of children in a seasonal day camp. Plan and carry out activities in and outdoors designed to help build up children spiritually, mentally and physically. Greet everyone by name whenever possible, extend thanks whenever appropriate, and make relationship-building a high priority at all times. May also lead off site trips and must ensure children's safety and well-being at all times, including meal and medication provision. Provides a quality experience to children and parents focused on YMCA core values: honesty, respect, responsibility, and caring.

ESSENTIAL FUNCTIONS:

1. Supervises a group of children in structured and unstructured activities.
2. Has a desire to care for, work with and motivate children, parents and staff.
3. Lead small and large group activities.
4. Creates a climate in the group that will foster the goals and objectives of the YMCA.
5. Plans and implements program activities that are culturally relevant, developmentally appropriate and consistent with YMCA values.
6. Consistently provide friendly, courteous assistance, exceeding customers' expectations every day, which includes building and maintaining healthy professional relationships with parents, children and staff.
7. Adheres to program standards including safety and cleanliness standards.
8. Will lead offsite trips.
9. Ensure 'leave no trace' principals are enforced.
10. Attends training, staff meetings and special events as scheduled.
11. Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
12. Improvises quickly and appropriately when faced with unexpected circumstances, so as to better meet the needs of members.
13. Arrive on time for scheduled shifts, wearing appropriate uniform and name tag, and prepared for all assignments.
14. Any other duties that are needed.

YMCA COMPETENCIES (Leader):

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

QUALIFICATIONS:

1. At least 18 years of age.
2. High school graduate or equivalent; one year or more of college preferred.
3. Previous experience working with children preferably in a day camp setting.
4. Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.
5. Experience preferred in one or more of the following areas: recreational games, arts/crafts, songs/music, skits, sports, aquatics, etc...
6. CPR, First Aid, AED certifications and Child Abuse Prevention training within 30 days of hire date.
7. Previous experience with diverse populations preferred.

PHYSICAL REQUIREMENTS

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.

- Ability to lift and move up to 50 pounds and transport equipment and supplies from one location to another.
- Ability to plan, lead and participate in a range of activities in a variety of outdoor/indoor settings.
- Ability to visibly observe children.
- Ability to stand for an extended period of time.
- Able to stay for duration of summer camp program (May 26-Aug 13).
- Ability to hear distress signals even when distracted by noise or activity.
- Ability to reason, solve problems, and make sound decisions even when distracted.
- Ability to work in a variety of environments, specifically those subject to extreme heat and humidity.
- Ability to observe and promote safety and security procedures.

JOB DESCRIPTION REVIEWED AND UNDERSTOOD:

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____