



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

JOB DESCRIPTION

Job Title: **Lead Adventure Camp Counselor**
FLSA Status: Non-Exempt Hourly
Status: Full Time Seasonal
Reports to: Youth & Family Director

Department: Childcare
Revision Date: 2/2019

POSITION SUMMARY:

Provides direction for counselors and campers, implements program curriculum, carries out activities in and outdoors designed to help build up children spiritually, mentally and physically. Provides a quality experience to children and parents that focuses on the YMCA values: honesty, respect, responsibility, and caring.

ESSENTIAL FUNCTIONS:

1. Strong leadership and communication skills to promote and achieve goals/objectives of Youth programming
2. Manage counselors, holding them to provided expectations
3. Accountable for proper head count of campers at all times, including transition periods
4. Maintains required program records
5. Ability to perform physical activities that require considerable use of arms and legs, while moving entire body over a period of time
6. Plans and implements program activities that are culturally relevant, developmentally appropriate and consistent with YMCA values
7. Leads all off site field trips and events
8. Ensure 'leave no trace' principles are enforced
9. Attends training, staff meetings and special events as scheduled
10. Follow emergency procedures and safety precautions including procedures for reporting all accidents, incidents and hazards
11. Improvises quickly and appropriately when faced with unexpected circumstances, so as to better meet the needs of members
12. Ensure all children are signed in/out with time of drop off/pick up, checking ID's with pick up list
13. Accept additional assignments as deemed appropriate, within the scope of the job description

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Ys 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. Certifications required within 30 days of hire: CPR/AED & First Aid and New Employee Orientation. Redwoods trainings required prior to the start of employment
2. Excellent interpersonal, communication, and problem solving skills
3. Ability to relate and communicate effectively to diverse groups of people from all social and economic segments of the community
4. Minimum age 18
5. Practical knowledge and experience working/volunteering with youth ages 3-13 preferred
6. Minimum 2 years experience preferred

JOB EXPECTATIONS:

All employees are expected to act in a manner in line with the YMCA values and within the confines of the information listed above. Anyone found not acting in these manners will receive disciplinary measures up to and including verbal warnings, documented infractions, and/or termination.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Visual, auditory, and verbal ability to communicate effectively.
- Must have high level of alertness, concentration, and initiative.
- Sufficient strength, agility, and mobility to perform job responsibilities.
- Ability to lift 50 lbs. and stand, walk, or sit for extended periods of time; occasionally stoop/bend.
- Maintain a neat and professional appearance at all times.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____