



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: **Camp Counselor**

Job Code:

FLSA Status: Non-Exempt

Job Grade:

Status: Seasonal

Department: Youth Development

Reports to: Camp Supervisor

Revision Date: January 2023

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living, and social responsibility. Provides direct supervision of a group of children in a seasonal day camp. Creates positive, nurturing relationships with children, while building cooperative relationships with parents/caregivers. Promotes and supports the potential of all youth in programs and facilitates peer-to-peer connections as part of the overall camp experience.

ESSENTIAL FUNCTIONS:

1. Take responsibility for the leadership and guidance of a group of participants.
2. Acquaint children with rules, activities, daily scheduled, and traditions of the program.
3. Take responsibility for the safety/welfare of each child.
4. Remain in the immediate area assisting in supervision during all activities including aquatics.
5. Assist with organizing and implementing activity plans for special interest activities.
6. Assist with assuring proper sign in/sign out procedures are followed.
7. Establish positive relationship with each child.
8. Communicate progress of child to immediate supervisor.
9. Monitor the needs of all children
10. Treats each child with respect, dignity, and as an individual.
11. Report any suspicions of child abuse to Supervisor as required by Florida State Law.
12. Take responsibility for all equipment and supplies used, helping maintain good working conditions, inventory, and cleans-up after all activities.
13. Assist in meeting and maintaining YMCA Day Camp Best Practices.
14. Report all accidents to the Supervisor and completely fill out proper health log and/or accident/incident form.
15. Attend required staff meetings and training sessions.
16. Assist in maintaining cleanliness of entire facility and report broken equipment and/or possible safety hazards.
17. Participate in special activities.
18. Keep accurate attendance and headcount records.
19. Report all hours worked accurately and in a timely manner to Supervisor.
20. Remain up to date on emergency procedures and family center policies.
21. Promote and represent the mission and core values of the YMCA and its programs.
22. The YMCA prohibits from taking photos or videos of campers in their care or in any Y program without the direct permission from the YMCA Administrative Office and parental consent.
23. Other duties as needed

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:

- Must be age 18 or older
- High school graduate or equivalent; one year or more of college preferred.
- Previous experience working with children preferably in an afterschool or day camp setting is preferred.
- Experience preferred in one or more of the following areas: outdoor living, archery, boating, camping, songs/music, skits, sports, aquatics, recreational games, etc.
- CPR, First Aid, AED certifications and Child Abuse Prevention training within 30 days of hire date.
- Previous experience with diverse populations preferred.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- 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 perform all physical aspects of the position, including walking, standing, bending, reaching, and lifting.
- The employee must be able to perform medium work: exerting up to 30 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- The employee is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- The employee is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes.
- The employee is subject to noise: there is sufficient noise to cause the employee to shout in order to be heard above the ambient noise level.
- Must be capable of working under pressure in a somewhat disruptive environment.