



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **YMCA JOB DESCRIPTION**

Job Title: **CDC Summer Camp Counselor**

Department: Child Development

FLSA Status: Non-Exempt

Status: P/T

Revision Date: 06/14/2023

Reports to: CDC Director

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### **POSITION SUMMARY:**

Under the direction of the School Age Program Coordinator and the Child Development Center, the summer camp counselor is responsible for providing direct leadership and supervision of camp participants enrolled in the YMCA Summer Day Camp program. The camp counselor will assist the Camp Coordinator in implementing scheduled activities that will help children develop to their fullest potential in a safe, positive and caring environment.

### **ESSENTIAL FUNCTIONS:**

1. Be alert and aware of the children at all times. REMEMBER! The safety of the children is your # 1 priority!
2. Establish a caring relationship with each child and know his/her personality and present level of abilities and understanding. Consider the needs of each child and treat each one with respect and dignity, as you would like to be treated.
3. Incorporate the four "Character Development" values of Caring, Honesty, Respect and Responsibility into all areas of communication and programming with the children. YOU are a ROLE MODEL, act accordingly!
4. Provide positive direct leadership, participation and supervision for the children assigned to your care, on a daily basis, in a safe, organized and enthusiastic manner. Engage with your campers and build a positive relationship.
5. Provide the necessary positive management of behavior and control of all camp participants in accordance with the YMCA and ODJFS, discipline procedures and guidelines. Redirection, discussion with camper and/or removal from activity is to be used. Physical/corporal punishment or loud verbal discipline of children is not acceptable.
6. Provide immediate aid to an injured camp participant. Follow all safety procedures and guidelines established by the YMCA. Advise the camp coordinator of serious and/or potentially serious incidents that occur. Complete an "Incident/Accident Report" and submit it to the camp coordinator as soon as possible, but definitely before the end of the camp day.
7. Follow proper procedures for the daily sign in and sign out of camp participants. Check identification and make inquiries of any person, not already authorized and known to the staff, entering the childcare areas. Acknowledge and greet each parent as they drop off their camper.
8. DO NOT release children to anyone that is not listed on the written camp enrollment form!
9. Assist the summer camp coordinator with identifying, implementing and evaluating activities for the participants.

### **SIDNEY-SHELBY COUNTY YMCA**

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10. Notify the camp coordinator immediately of any serious concerns and of any parental or staff concerns that are shared with you. Counselors are to refer parents to the camp coordinator or Child Development Center Director, in reference to any discussions of concerns.
11. Develop a positive rapport with the YMCA front desk, custodial, aquatic and fitness staff.
12. REMEMBER! We all need to work together as a team!
13. Arrive on time and appropriately dressed each day, with nametag, and staff shirt. Follow established notification procedures for absence, tardiness and time off requests.
14. Attend all camp staff meetings, trainings and other meetings as designated by camp coordinator.
15. Assume an equal share of "housekeeping" duties. For example: wiping up spills, sweeping the floor, checking the bathrooms for cleanliness, etc. REMEMBER! You are a role model for your children!
16. Notify the camp coordinator of program supplies that are needed and maintain those supplies in a safe, clean and appropriate manner on a daily basis.
17. Follow all other policies and procedures established by the Sidney-Shelby County YMCA and outlined by the camp coordinator.
18. Complete annual youth abuse prevention training and other related trainings
19. Performs other duties as assigned.

### **YMCA COMPETENCIES:**

Mission Advancement: Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs.

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.

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.

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:**

The Camp Counselor must be at least 18 years of age, with a high school diploma/G.E.D. This person must exemplify and support the YMCA philosophy, mission and standards and must meet all O.D.J. F.S. screening requirements necessary to hold this position. This person must possess energy, enthusiasm, a positive and caring attitude, positive communication skills, and the ability to work as a team member. The counselor must also be able to provide direct leadership to a variety of children, age five to 12, and program activities. CPR, First Aid, Communicable Disease and Child Abuse Prevention are required. This is a non-exempt, hourly position.

### **WORK ENVIRONMENT & PHYSICAL DEMANDS**

- Standing up to eight hours at a time. Lifting, up to 50 lbs., carrying, bending, stooping, up to eight hours in direct sunlight, sitting inside while assisting children with activities, swimming in up to 9 feet of water.