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PORTAGE TOWNSHIP YMCA JOB DESCRIPTION

Job Title: **Day Camp Counselor**

Status: **Seasonal**

Reports to: **SACC Coordinator**

Revision Date: **April 2016**

POSITION SUMMARY:

Provides direct supervision of a group of children in a seasonal day camp. Provides a quality experience to children and parents focused on YMCA core values: honesty, respect, responsibility, caring and faith.

ESSENTIAL FUNCTIONS:

1. Supervises a group of children.
2. Plans and implements program activities that are culturally relevant, developmentally appropriate and consistent with YMCA values.
3. Adheres to program standards including safety and cleanliness.
4. Attends staff meetings and trainings.
5. Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
6. Reports suspicious or inappropriate behaviors and policy violations.
7. Follows mandated abuse reporting requirements.
8. Maintains communication with parents and other staff.
9. Plan and implement activities assigned for specific areas of camp programming (i.e. clinics).
10. Other duties as assigned by Camp Coordinator.

YMCA COMPETENCIES (Leader):

Mission Advancement:

- Accepts and demonstrates the Y's 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.
- Listens for understanding and meaning.
- Speaks and writes effectively.
- Takes initiative to assist in developing campers.

Operational Effectiveness:

- Makes sound judgments, and transfers learning from one situation to another.
- Embraces new approaches and discovers ideas to create a better camp experience.
- Clarifies tasks, plans work and actively participates in meetings.
- Strives to meet or exceed overall camp goals.

Personal Growth:

- 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.

QUALIFICATIONS:

1. High school graduate or equivalent; one year out of high school preferred.
2. Meets educational and experience qualifications established by state law, including a federal fingerprinting background check, drug screen and negative TB test.
3. Previous experience working with children, preferably in a day camp setting.
4. Experience preferred in one or more of the following areas: outdoor living, cooking, camping, songs/music, skits, sports, aquatics, recreational games, small group games, large group games.
5. CPR, First Aid, AED and Universal Precautions certifications and Child Abuse Prevention and Redwood Camp training within 30 days of hire date.

PHYSICAL DEMANDS

Ability to lift equipment, supplies and/or a small child up to 50lbs or more in an emergency setting.

Ability to stand, squat, kneel or sit on the floor and on a bus for long periods of time.

Ability to actively participate with young children in games, skits, etc.

Ability to withstand a variety of outdoor temperatures and weather conditions.

I have read the job description and agree to perform the job as stated.

Signature: _____

Name_____

Date_____