



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

NAUGATUCK YMCA JOB DESCRIPTION

Job Title: **Camp Counselor**

Reports to: **Director of Operations**

FLSA Status: **Non-Exempt**

Revision Date: **4/14/2020**

Leadership Level: **Leader**

Primary Function/Department: **Youth Development**

POSITION SUMMARY: This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. **Camp Counselors** at the Naugatuck YMCA provide a safe and rewarding camp experience for each and every child and to provide opportunities for campers to grow in spirit, mind, and body through a variety of fun camp activities.

OUR CULTURE: Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

QUALIFICATIONS:

- Have a positive approach to working with campers, staff and parents.
- Cannot begin work until all required paperwork is completed; including 2 forms of government issued ID. If under the age of 18; A Statement of Age (Working Papers) is needed.
- During Pre-Camp Training; complete of Child Abuse Prevention, CPR, First Aid, AED, medication administration, EPI pen and Bloodborne Pathogens training.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

ESSENTIAL FUNCTIONS:

1. Maturely and competently supervises children and is a positive role model.
2. Plans and implements camp activities that are culturally relevant, developmentally appropriate and consistent with YMCA core values.
3. Manages child behavior, child needs, and daily schedule, with flexibility as needed.
4. Adheres to program standards including safety, cleanliness, timeliness, and proper dress.
5. Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
6. Exercises proper judgment when dealing with children other staff and camp parents.
7. Helps in promoting summer camp at various pre-camp events if possible.
8. Arrives at camp as scheduled and stay shift is completed or until approved to leave.
9. Participates in all planned activity areas.
10. Prepares for and teach/lead activities, arts & crafts, etc...
11. Assists/leads camp wide activities, rainy day activities, field trip activities, opening/closing activities.
12. Be proactive, not reactive regarding all issues related to safety, planning, and counseling.
13. Responsible for communicating to the Assistant Directors or Director of Operations any conflict situations with children, staff, and/or families, and seek help when needed.
14. Maintains rules as required by State license and assume role in camp emergency procedures.

Employee Initials: _____



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- 15. Keeps all areas used clean, maintained and suitable for use by staff, campers and families.
- 16. Other duties as assigned by supervisor
- 17. Prepares for the day and cleans up on going throughout the day.

LEADERSHIP COMPETENCIES:

- Communication & Influence
- Developing Self & Others
- Inclusion

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.
- The employee needs sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.
- The employee frequently is required to sit and reach, and must be able to move around the work environment.
- Physical activities associated with position may require; climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, talking, hearing and engaging in repetitive motions
- Physical demands may include exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- The employee must occasionally lift and/or move up to 30 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust to ensure accuracy, neatness and thoroughness of work assigned.
- Withstand constant and repeated exposure to nature’s elements: rain, sun, snow, wind, cold and heat.
- Moderate exposure to infections. Subject to noise of moderate level which may require shouting at times to be heard

AGREEMENT BETWEEN CAMP STAFF AND CAMP DIRECTOR

- We understand and mutually accept the job description listed above which represents our agreement to the job to be performed. We understand that all staff agreements may be terminated should circumstances make the operation of YMCA Camp impossible or should enrollment not equal expectations.
- My paperwork for payroll, including physicals must be turned in before the start of camp. This is necessary in order to process the first payroll checks on time. Staff may not begin working without all of the required completed paperwork and two forms of government issued ID. A Statement of Age (Working Papers) is needed for anyone under the age of 18.
- We understand that camp staff are to abstain from drinking alcoholic beverages and smoking while on duty for the duration of the YMCA Camp season. Usage will result in immediate dismissal.
- We understand that all camp staff must have a current physical form on file with the Camp. Camp staff members cannot work if without a current physical.
- I give permission for Camp to secure medical treatment for me in case of an emergency.

SIGNATURE:

I have reviewed and understand this job description.

Employee’s name

Employee’s signature

Today’s date: _____

Employee Initials _____