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METROWEST YMCA DAY CAMP JOB DESCRIPTION

Job Title: **Activities/Specialty Counselor**

FLSA Status: Summer Seasonal

Reports to: Unit Director

Revision Date: March, 2022

POSITION SUMMARY:

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

ESSENTIAL FUNCTIONS:

1. Lead a group of 10-20 campers ensuring their safety and enjoyment of camp while participating in the specialty area.
2. Plans and implements specialty program activities that are culturally relevant, developmentally appropriate, and consistent with YMCA values.
3. Adheres to program standards including safety and cleanliness standards.
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. Prepares for and participates in camp activities that include Family Fun Nights, theme days and dress up days.
7. Communicates timely, openly, and effectively with all staff regarding issues of concern or safety of staff and campers.
8. Maintains positive relations with parents and other staff.
9. Assisting with other duties as assigned by the Leadership Team and/or Camp Director.
10. Participates as a Bus Counselor and/or Extended Day Counselor as assigned by the Camp Director.
11. Adheres to all extended day policies and procedures when performing as an extended day program counselor.
12. Adheres to all bus and transportation policies and procedures when performing as a bus monitor.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's 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. 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. At least 17 years of age.
2. Previous experience working with children, preferably in a day camp setting.
3. Experience preferred in one or more of the following areas: outdoor living, archery, boating, camping, songs/music, skits, sports, aquatics, recreational games, etc.
4. Must have/or be able to get the required certifications associated with your specialty area.
5. CPR and First Aid certifications and Child Abuse Prevention training within 30 days of hire date.
6. Previous experience with diverse populations preferred.

PHYSICAL DEMANDS

Ability to plan, lead, and participate in a range of activities in a variety of outdoor/indoor settings. Maintain a neat and orderly appearance adhering to the MetroWest YMCA Day Camp dress code. Be able to lift a minimum of 50lbs. Updated health form on file.

Employee Signature

Date

Supervisor Signature

Date