



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Activities Specialist

At the MetroWest YMCA, our cause defines us. We know that lasting personal and social change comes about when we all work together. That's why, at the Y, strengthening community is our cause. Every day, we work side-by-side with our neighbors to make sure that everyone, regardless of age, income or background, has the opportunity to learn, grow and thrive.

Imagine going to work knowing that what you do each day positively impacts the lives of the people in your community. Working at the Y, you'll discover more than a job - you'll enjoy a career with a future and the opportunity to make a lasting difference in the lives of those around you. Pay range up \$17.00-\$19.00 per hour depending on experience. Equal Opportunity Employer.

POSITION SUMMARY:

Works with the Camp Director and Leadership Team to provide safe, effective, and creative programming to campers in assigned camp specialty area with an emphasis on skill building and development. Provides a quality experience for campers and staff which is focused on the YMCA core values of caring, honesty, respect, and responsibility.

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 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 all 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, dress up days and other camp programs and activities. (All staff is required to attend "Penny Carnival" and must sign up for two additional family fun nights.)
7. Communicates timely, openly and effectively with staff, leadership, health staff, and camp director regarding issues of concern or safety of staff and campers.
8. Maintains positive relations with parents and other staff. Models relationship building skills in all interactions.
9. Assists with other duties as assigned by Leadership and/or Camp Director.
10. Adheres to all extended day policies and procedures when performing as an extended day program counselor.
11. Adheres to all bus and transportation policies and procedures when performing as a bus monitor.

YMCA LEADERSHIP 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. 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:

1. High school graduate or equivalent; one year or more of college preferred.
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. Current CPR and First Aid certifications and Child Abuse Prevention training.
5. 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.