



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Summer Inclusions Specialist, Part-Time, Hopkinton

At the MetroWest YMCA, 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! Competitive pay and benefits! Pay up to \$18.00 per hour. Equal Opportunity Employer.

Position Summary:

The Seasonal Summer Inclusion Specialists (21 years or older) work with the Camp Director to provide management of a safe and effective camp unit and serves as a part of the Camp Leadership Team. In addition, the Unit Leader/Inclusion Specialist works with the Inclusion Coordinator, Camp Leadership Team, campers, and families to provide assistance and guidance to children who have been identified as requiring extra support at camp. Provides a quality experience for children, parents, and staff which is focused on the YMCA core values of caring, honesty, respect, and responsibility

ESSENTIAL FUNCTIONS:

1. Responsible for the safe and effective operation of a sub-camp unit, consisting of 40-190 campers and 6-36 staff members.
2. Works in cooperation with the Inclusion Coordinator to deliver clear, effective, and safe Camp Plans to campers and staff in your unit. Checks in with leadership, counselors, and campers to ensure and assess the effective and efficient implementation of Camp Plans that have been created.
3. Works with families and staff to create Camp Plans that will be given to counselors to implement and utilize prior to the camper's first day of camp.
4. Complete a Camp Tracking Form following each interaction, observation, and/or communication with a camper or staff member when regarding a camper's behavior. They will file each form in the Camper Support Binder.
5. Available and accessible for staff concerns and/or questions throughout the day.
6. Maintains frequent and comprehensive communication with families of children who they are supporting in your unit.
7. Supervising, supporting, evaluating, and encouraging staff.

8. Keeping accurate daily and session long attendance for all campers and turned into the office manager daily and due to the office manager on the last day of the session.
9. Keeping accurate daily attendance for all staff in their assigned unit and reporting it to the Camp & Teen Director at the end of each week.
10. Managing and communicating with the office manager about dismissal and pick up changes.
11. Generating rosters for all campers; paying special attention to ratios, camper requests, etc. Managing rosters for camper switches and making sure all appropriate areas have updated copies at all times (pool, nurse, office, boating).
12. Be present and manage staff during assigned pool duty times.
13. Attending to camper and staff issues and taking steps to resolve problems in a timely and professional manner.
14. Work as a substitute counselor as needed in your unit or in another unit if needed.
15. Assist in the planning and delivery of staff training.
16. Assist with other camp tasks and additional responsibilities as assigned.
17. Plans and implements program activities that is culturally relevant, developmentally appropriate, and consistent with YMCA values.
18. Adheres to program standards including safety and cleanliness standards.
19. Attends staff meetings, leadership meetings, and trainings.
20. Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
21. Actively assists and participates as directed at pool and specialty activity areas.
22. Prepares for and participates in camp activities that include Family Fun Nights, theme days, dress up days and Fun Fridays. (All leadership staff are required to attend all Family Fun Nights).
23. Supervise and organize at least 2 weeks of PM Care and 1 week of AM Care, as assigned by the Camp and Teen Director.
24. Communicates timely, openly and effectively with staff, unit leaders, nurses, inclusion coordinator, and camp/asst. camp directors regarding issues of concern or safety of staff and campers.
25. Maintains positive relations with parents and other staff. Models relationship-building skills in all interactions.

QUALIFICATIONS:

1. Must be 21 years or older with a college degree or equivalent professional experience.
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. CPR, First Aid, certifications and Child Abuse Prevention training within 30 days of hire date.
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.

Benefits:

- Flexible Schedule
- MetroWest YMCA membership

Experience:

- Working with children of varying ages
- Working outdoors for long periods of time

COVID precautions wording section:

- MetroWest YMCA is having employees and members wear masks (optional if fully vaccinated), practice social distancing, continuous facilities cleaning, encourage frequent hand washing/use of antibacterial sanitizer, and encouraging COVID vaccinations.

Qualified and interested applicants please submit a cover letter and resume to Employment@metrowestymca.org or apply online.

TO APPLY, CLICK HERE TO FILL OUT THE APPLICATION. THEN, SAVE YOUR APPLICATION AND EMAIL IT TO EMPLOYMENT@METROWESTYMCA.ORG