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FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

METROWEST YMCA DAY CAMP JOB DESCRIPTION

Job Title: **Unit Inclusion Specialist**

FLSA Status: Summer Seasonal

Reports to: Unit Leader

Revision Date: February, 2022

POSITION SUMMARY:

Works with the Unit Leader and Leadership team to provide management of a safe and effective camp unit. Works with all camp staff, 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. 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.
2. Works in cooperation with the Leadership team 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. Complete a Camp Tracking Form following each interaction, observation, and/or communication with a camper or staff member when regarding a camper's behavior. Form will be filed in the Camper Support Binder.
4. Work in groups to shadow, observe, mentor, coach, and/or step in to support both counselors and campers in need. Available and accessible for staff concerns and/or questions throughout the camp day.
5. Maintains frequent and comprehensive communication with families of campers who they are supporting within the unit.
6. Attending to camper and staff issues and taking steps to resolve problems in a timely and professional manner.
7. Assist in the planning and delivery of staff training.
8. Adheres to program standards including safety and cleanliness standards.
9. Attends staff meetings and trainings.
10. Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
11. 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).
12. Communicates timely, openly and effectively with all staff regarding issues of concern or safety of staff and campers.
13. Attend all leadership meetings when available.

METROWEST YMCA DAY CAMP
45 EAST STREET
HOPKINTON, MA 01748
508-435-9345

14. Maintains positive relations with parents and other staff. Models relationship-building skills in all interactions.
15. Assist with other camp tasks and additional responsibilities as assigned.

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. 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. Must be 21 years or older with a college degree or equivalent professional experience.
2. Preferred experience working with diverse and special populations, specifically with children and families.
3. CPR, First Aid, certifications and Child Abuse Prevention training within 30 days of hire date.
4. Physical Restraint Training 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