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FOR HEALTHY LIVING  
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## METROWEST YMCA DAY CAMP JOB DESCRIPTION

Job Title: **Unit Captain**

FLSA Status: Summer Seasonal

Reports to: Camp Director

Revision Date: January 2024

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### POSITION SUMMARY:

Provides assistance and support to the Leadership Team in the management of a safe and effective camp unit. Provides a quality experience for children, parents, and staff, with a focus on the YMCA's core values of caring, honesty, respect, and responsibility.

### ESSENTIAL FUNCTIONS:

1. Oversees the daily management of assigned unit, including but not limited to:
  - Supervising, supporting, evaluating, and encouraging staff.
  - Keeping accurate daily and session long attendance for all campers and staff.
  - Attending to camper and staff issues and taking steps to resolve problems in a timely and professional manner.
  - Work as a substitute counselor as needed in your camp unit or in another camp unit as needed.
  - Assist in the planning and delivery of staff training.
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 staff meetings and trainings.
5. Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
6. Actively assists and participates as directed at pool and specialty activity areas.
7. Communicates timely, openly and effectively with staff, leadership, nurses, and camp directors 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. Assisting with other duties as assigned by Leadership Team and Camp Director.
10. Prepares for and participates in camp activities that include Family Fun Nights, theme days, dress up days and Fun Fridays. (All leadership staff is required to attend all Family Fun Nights).
11. Supervise and organize AM/PM Care as assigned by the Camp Director.
12. Nominate at least 1 staff member, 1 camper, and 1 CIT for post-summer awards
13. Collect portfolios from Unit specialists

**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. Junior year of college or equivalent professional experience 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. At least 18 years of age.
5. CPR and First Aid certifications and Child Abuse Prevention training by start 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.

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**Employee Signature**

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**Date**

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**Supervisor Signature**

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**Date**