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FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

METROWEST YMCA DAY CAMP JOB DESCRIPTION

Job Title: In Unit Specialist Counselor

FLSA Status: Summer Seasonal

Reports to: Assistant Unit Director

Revision Date: December 20, 2024

POSITION SUMMARY:

Works with the Assistant Unit 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 15-20 campers ensuring their safety and enjoyment of camp while participating in the specialty area.
2. Plans and implements program activities that is culturally relevant, developmentally appropriate, and consistent with YMCA values.
3. Assists in planning the unit wide camp activity for the week with the Assistant Unit Director.
4. Adheres to program standards including safety and cleanliness standards.
5. Plans, organizes, and runs activities on rainy days for the Unit in the given program area.
6. Manages the upkeep of supplies and given location for programming.
7. Attends all staff meetings and trainings.
8. Will document and create a curriculum portfolio of all activities/projects done with the campers
9. Will nominate at least 2 campers for program and unit plaques by summers end along with 1 camper for a spirit award
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 special event Thursdays.
12. Communicates timely, openly and effectively with staff, unit leaders, nurses, and camp/asst. camp directors regarding issues of concern or safety of staff and campers.
13. Maintains positive relations with parents and other staff. Models relationship-building skills in all interactions.
14. Assisting with other duties as assigned by the Camp and Unit Directors.
15. Adheres to all extended day policies and procedures when performing as an extended day program counselor.
16. Adheres to all bus and transportation policies and procedures when performing as a bus monitor.

YMCA LEADERSHIP COMPETENCIES (Leader):

Including leadership competencies in job descriptions is encouraged. It can help focus the selection process on those who possess the necessary competencies and “soft” skills in addition to the knowledge and skills required to perform the job duties. It can also inform applicants and employees of the competencies that are essential for success in any given position. For sample job descriptions that include the leadership competencies, please see Exchange, Operations > Human Resources.

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. At least 18 years of 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.

Employee Signature

Date

Supervisor Signature

Date