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## METROWEST YMCA DAY CAMP JOB DESCRIPTION

Job Title: **Junior Counselor**

FLSA Status: Summer Seasonal

Reports to: Unit Director

Revision Date: January, 2024

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### POSITION SUMMARY:

Assist a Senior Counselor in the supervision of a group of children in a seasonal day camp. Provides a quality experience to children and parents focused on YMCA core values: honesty, respect, responsibility, and caring. Camp dates are June 24 – August 23 with staff training likely the week of June 17. Approximate hours are 8:15am – 4:15pm, M-F. We occasionally hire staff that can work part-time, or outside those hours.

### ESSENTIAL FUNCTIONS:

1. Assists in supervising a group of 10 -20 children ensuring their safety and enjoyment of camp.
2. Assists in planning and implementing program activities that is culturally relevant, developmentally appropriate, and consistent with YMCA values.
3. Attends staff meetings and trainings.
4. Build authentic and positive relationships with all campers within group.
5. Engage with and supervise children using positive guidance and support methods.
6. Prepare for and actively participate in scheduled swim time. (1 staff must swim with group.)
7. Ensure that head counselor is given proper documentation and made aware of all behavior challenged, injuries and incidents that occur throughout the day, in a timely manner.
8. Prepare for and actively participate in camp activities that include dress up days.
9. Respond to feedback in a timely manner
10. Attend and participate in family nights, program activities, staff meetings/trainings, and professional development
11. Represent yourself and the Metrowest YMCA in a positive and professional manner.
12. Understand, follow, and enforce the safety and health regulations set forth by the YMCA and the Department
13. Maintains positive relations with parents and other staff.
14. Assisting with other duties as assigned by the Unit Leader and/or Leadership team.

### 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. 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. Be at least 16 years of age and have completed Junior Year of high school or equivalent.
2. Previous experience working with children preferred, ideally 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. All Redwoods trainings within 30 days of hire date.
5. Previous experience with diverse populations preferred.
6. Pediatric and Adult First Aid and CPR certification preferred.

**PHYSICAL DEMANDS**

Ability to support 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