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METROWEST YMCA DAY CAMP JOB DESCRIPTION

Job Title: **Senior Counselor**

FLSA Status: Summer Seasonal

Reports to: Unit Director

Revision Date: January, 2023

POSITION SUMMARY:

Provides direct supervision of a group of children in a seasonal day camp. Provides quality experiences to children and parents focused on YMCA core values: honesty, respect, responsibility, and caring. Dates are June 26 – August 25th, with required staff training the week of June 19th. The position is M-F, approximately 8:15am to 4:15pm. In certain circumstances we will hire staff outside of these hours.

ESSENTIAL FUNCTIONS:

1. With the support of a Junior Counselor, supervises a group of 15-20 children ensuring their safety and enjoyment of camp.
2. Engages with campers, leading activities throughout the camp day, including in unit, at specialty areas, at the pool, and while the group is moving throughout camp.
3. Maintain accurate and neat daily and weekly attendance rosters. Know group numbers at all times, communicate this number clearly with group staff.
4. Review new camper information at the beginning of the week, ensure staff know all important camper information. (allergies, behavior plans, etc)
5. Ensure that unit leader is given proper documentation and made aware of all behavior challenges, injuries and incidents that occur throughout the day, in a timely manner.
6. Intentional training directed towards co-counselors with a focus on behavior management, staff development, and program quality.
7. Plans and implements program activities that are culturally relevant, developmentally appropriate and consistent with YMCA values.
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. Actively assists and participates as directed at pool and specialty activity areas.
12. Prepares for and participates in camp activities that include Family Fun Nights, theme days and dress up days. (Attendance at Family Fun Nights is expected.)
13. Communicates timely, openly and effectively with all staff regarding issues of concern or safety of staff and campers.
14. Maintains positive relations with parents and other staff. Models relationship-building skills in all interactions.

15. Adheres to all extended day policies and procedures when working extended day program.
16. Adheres to all bus and transportation policies and procedures when serving as a bus monitor.
17. Assisting with other duties as assigned by the Leadership Team and/or Outdoor Center Director.

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. Take the 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. At least 18 years of age and/or high school graduate or equivalent; 1yr of college 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. CPR, First Aid, certifications and Child Abuse Prevention training upon first date of employment.
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