



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

METROWEST YMCA DAY CAMP JOB DESCRIPTION

Job Title: **Unit Captain**

FLSA Status: Summer Seasonal

Reports to: Unit Director

Revision Date: December, 2022

POSITION SUMMARY:

Provides assistance and support to the Unit Leader and 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 groups, including but not limited to:
 - Supervising, supporting, evaluating, and encouraging staff.
 - Participate in activities with camp groups when available
 - Manage and lead the opening and closing ceremony of camp
 - 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. Supports Inclusion staff as needed when addressing camper-related issues.
 - Serves 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 is culturally relevant, developmentally appropriate, and consistent with YMCA values.
3. Establishes and Maintains traditions designed to promote camp spirit within their unit. This can be accomplished through songs, games, and so on.
4. Adheres to program standards including safety and cleanliness standards.
5. Assists with staff meetings and training as directed by Unit Leader and/or Leadership team.
6. Nominate at least 1 staff member for the January Appreciation Night for their work in the current summer
7. Nominate at least 2 campers for the January Appreciation Night for their camp spirit and 1 camper per plaque created for the Unit
8. Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
9. Available to provide support at pool and specialty activity areas if necessary.
10. Communicates timely, openly and effectively with all camp staff regarding issues of concern or safety of staff and campers.
11. Maintains positive relations with parents and other staff. Models relationship-building skills in all interactions.
12. 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).

13. Works with the leadership team to ensure that at least one member of the team is present to supervise and manage AM and PM care each day.
14. Assisting with other duties as assigned by Unit Leader, 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. 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. Sophomore 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, First Aid, certifications and Child Abuse Prevention training within 30 days of hire 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.

Employee Signature

Date

Supervisor Signature

Date