



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

DAY CAMP COUNSELOR

IDENTIFICATION:

Job Title: **Day Camp Counselor**

FLSA Status:

Status: Part Time

Reports to: Lead Day Camp Counselor, Director of Youth Development

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. It is the Day Camp Counselor's responsibility to carry out the assignments and responsibilities of working with his/her assigned groups. The Day Camp Counselor understands that character development is the chief mission of the YMCA and personally exhibits a commitment to this goal in all Day Camp Programs.

ESSENTIAL FUNCTIONS:

It is the responsibility of the Day Camp Counselor to perform all the following duties always remembering what they are representative of the Greater Peoria Family YMCA and its values.

1. Create a sufficient variety of experiences that will allow participants to exercise their own creativity and imagination.
2. Create activities that are fun as well as therapeutic, educational, and which upgrade participants skill and ability levels.
3. Responsible for request and care of needed equipment, supplies, and program concerns.
4. Must attend all field trips.
5. Must attend all staff meetings.
6. Must keep a friendly attitude toward campers and fellow staff.
7. Maintain control of group at all times, especially when riding in bus or van.
8. To know and enforce all camp rules and regulations, and to share these with your group on a daily basis.
9. Must leave camp and all its facilities cleaner than they were when you arrived.
10. Teach and show respect for all equipment at camp and return it to its proper location.
11. Carry out assignments deemed necessary for the overall quality of Day Camp.
12. Implementation of all camp activities.
13. To report to the Site Director any serious problems that develops with a child.
14. To report in written form all accidents, injuries and discipline procedures.
15. Perform other related duties as assigned.

The effect of a competent Day Camp Counselor will be a well-administered program that influences the children in the areas of caring, honesty, respect, and responsibility. Children will be well-behaved and parents will be satisfied with the quality care their child is receiving. Complaints and concerns from parents will be resolved immediately.

YMCA LEADERSHIP COMPETENCIES:

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.

EDUCATION OR EXPERIENCE:

It is preferred that the person holding this position must have a high school diploma or be in the process of acquiring one. The incumbent must bring to this position the ability to relate to all campers and parents and all day camp staff. This means the ability to be accepted and trusted by campers and parents, staff and supervisors.

SKILLS & QUALIFICATIONS:

Current First Aid and CPR certifications

Will have full knowledge of YMCA philosophy, maintain YMCA certificates, and organize scheduling and staffing. Physically able to lead activities that he/she oversees. Will have a valid driver's license.

LANGUAGE SKILLS

Ability to respond to common inquiries or complaints from staff, parents, children, and administration. Ability to effectively present information to staff, children, parents, and administration.

MATHEMATICAL SKILLS

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to understand basic accounting principles and budgets.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions and deal with several abstract and concrete variables.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

1. Ability to walk, stand, and sit (including on the floor) for long periods of time.
2. Exposure to communicable diseases and bodily fluids.
3. Must be able to lift and/or assist children up to 50 pounds in weight.
4. Must be able to lift and carry food and supplies weighing up to 20 pounds.
5. Ability to stand or sit while maintaining alertness for several hours at a time.
6. Position may require bending, leaning, kneeling, and walking.
7. Ability to speak concisely and effectively communicate.

- 8. Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____