



**Job Title: Summer Day Camp Counselor
(Seasonal, Hourly)**
**Camp training on June 15 and 16. Summer day
camps run from June 19–August 18**

Department: Youth Development

Reports To: Youth and Family Programs Director

Prepared By: Youth and Family Programs Director

Prepared Date: 1/13/2023

Approved By: HR and Business Director

Approved Date: 2/1/2023

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for and supervises a group of children:
 - Discovery Day Camp (ages 4-5)
 - Traditional Day Camp (ages 6-11)
 - Extended Care (after camp care, all ages)
- Leads daily schedule and implements program activities that are culturally relevant, developmentally appropriate and consistent with YMCA values.
- Ensure children are aware of rules and daily scheduled routines.
- Adheres to program standards including safety protocols and maintains equipment, materials and cleanliness of camp spaces. Assists with opening and closing procedures.
- Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies. Helps with attendance tracking.
- Cultivates positive relationships and maintains effective communication with parents, children and other staff. Models relationship-building skills in all interactions.
- Ability to plan, lead and participate in a range of activities in a variety of outdoor/indoor settings. Required to sit, stand, or maintain physical activity for extended periods of time.
- Promotes a positive approach to supervision, communication, and interactions with others. Actively engages with youth and activities during the program.
- Required to mop/sweep, wash the dishes, sanitize toys, take out trash/recycling, etc.
- Must successfully pass a security clearance.
- Attend and participate in all staff meetings and trainings as required.
- Perform other duties as assigned.

JOB DUTIES

- Maintain punctual, regular, and predictable attendance.
 - Must be responsible and pay attention to details.
 - Able to work alone as well as collaboratively in a team environment with a spirit of cooperation.
 - Maintain a positive image at all points of contact with members of the public.
 - Assist program directors with specific tasks as assigned.
 - Maintain professional attitude/manner and respectfully take direction from Supervisor.
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QUALIFICATIONS

- Previous experience working with children in a childcare, camp, or classroom setting
- Child Abuse Prevention training within 30 days of hire date
- Previous experience with diverse populations is preferred; the ability to develop positive, authentic relationships with people from all backgrounds
- Excellent communication and interpersonal skills
- Ability and willingness to fulfill responsibilities in accordance with program goals
- Knowledge and skills in leadership, child development, crafts, games, songs, etc. (or willingness to learn)

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

- Ability to walk, run, stand, and sit for long periods of time.
- May be required to lift and/or carry items up to 50 lbs.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Signature: _____

Employer Representative: _____

Date: _____

The statements of this job description are intended to describe the general nature and the level of work being performed by people hired for this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for this position.
