



**FOR YOUTH DEVELOPMENT™
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

YMCA JOB DESCRIPTION

Job Title: Jr. Staff Camp Counselor

FLSA Status: Volunteer

Reports to: Camp Director

Revision Date: 4/3/18

POSITION SUMMARY:

Under the direction of the Camp Director and in accordance with the association and policies of the Northern Lights YMCA, the Jr. Staff Camp Counselor's main role is to assist the Counselors in leading groups and providing fun and safe experiences for children. The Junior Counselor will help the campers acquire a feeling of high self-esteem, self-worth and competence in an outdoor setting. The Junior Counselor's will help his/her group and its members assert their interests and expand their ideas and knowledge. The Junior Counselor's will be responsible for the safety and well-being of each camper while in the day camp program.

ESSENTIAL FUNCTIONS:

1. Assist in supervision of campers and all areas of program utilization.
2. Assist in the development of appropriate lesson plans for campers that utilizes, but is not limited to the following areas: nature, values, hiking, storytelling, games/activities, drama/skits, environmental awareness, arts and crafts, singing, multi-cultural activities, cooking, and youth sports/fitness programs.
3. Assist in guiding and directing groups in a variety of camp activities. Help maintain responsibility for campers at all times.
4. Promote hands-on activities, self-esteem, cultural diversity, and creative expression. Help establish a semi-structured setting with smooth transition periods while allowing for flexibility.
5. Help campers adjust and grow respectfully toward other campers and camp life.
6. Provide leadership and role modeling for other teens, staff, and children.
7. Use corrective steps to help prevent and eliminate discipline problems.
8. Maintain all YMCA standards, values, and rules.
9. Be aware of all safety hazards. Implement first aid, CPR, or AED training if necessary. Be able to recognize symptoms of a concussion. Be sure to record all injuries.
10. Ensure no distraction or interference with the delivery of camp activities (no reading, texting, talking on cell phone, or wearing headphones while on duty).
11. Be aware of the location of each camper at all times.
12. Ensure safety and cleanliness of program area and equipment.
13. Inform proper staff of equipment needs including first aid.
14. Maintain required current certifications.
15. Assist with PRE/POST camp and water safety duties.
16. Attend staff meetings and trainings as required.
17. Provide excellent service to members and participants.

18. Maintain good communication with Day Camp Counselors, Front Desk staff and parents.
19. Perform other related duties as required.

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. 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.

QUALIFICATIONS:

1. Ages 14-17 years old
2. Counselors must become certified in CPR, First Aid, and AED.
3. Must be a mature individual with the ability to operate independently.
4. Previous experience or school course work in working with children and/or recreation.
5. An interest in working with children in a camp setting and desire to be a positive influence on children.
6. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

PHYSICAL DEMANDS:

1. Must be able to lift 50 lbs.
2. Must have ability to perceive audio & visual alerts for emergency purposes.
3. Must be able to sit or stand for long periods of time.
4. Be able to participate in physical activity for various amounts of time. (Swimming, hikes, demonstrating game skills, etc.)
5. Must be able to access all areas of building or off-site locations including pool areas, closets, stairwells, locker rooms, wellness center, etc.