



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

Job Title: **Summer Day Camp Lead Counselor**

FLSA Status: Part time hourly

Status: P/T

Reports to: Camp Director, Nicole Kozikowski

To apply: Contact Camp Director at nicole@saymca.org

Job Code: H

Job Grade: \$8.75-\$9.50

Department: Programs

Revision Date: 1/28/20

POSITION SUMMARY:

The Lead Counselor is responsible for providing leadership, guidance, and the overall well being and safety to a group of campers. They have high energy, are enthusiastic, enjoy working on a team, and genuinely enjoy working with children.

The Lead Counselor is responsible for the planning, implementation, and facilitation of a structured, daily schedule filled with activities. They are responsible for leading and supporting a Junior Counselor. The Day Camp Counselor must be positive and have a patient and respectful demeanor with campers. They are responsible for a group of campers while also ensuring a safe, fun, and healthy learning environment.

ESSENTIAL FUNCTIONS:

1. Must commit to the following MANDATORY dates:

1. Staff Training: May 26-May 29

2. Day Camp: June 1-July 24

*Training week is mandatory for all staff. It is a vital component to building staff bonds and making sure our entire camp is on the same page. If you are unavailable for any significant portion of our camp dates, please do not apply. **Please check family vacations, school orientations, etc. before you apply.***

- Supervises a group of children and is responsible for their overall safety and health. Provides careful, attentive supervision; alert at all times.
- Provides a Junior Counselor with direction and support.
- Follows all policies, procedures, and standards as established by the law or the Y. (e.g. safety or emergency procedures, behavior guidance strategies, child abuse prevention policies); makes ADA accommodations where appropriate; maintains the program site, equipment, and required program records.
- Nurtures children through purposeful programming; plans activities that are intended to achieve program goals and outcomes, are culturally relevant, are developmentally appropriate, and are consistent with the Y's values.
- Creates a positive rapport and shared interest with all youth; models relationship-building skills in all interactions.
- Attends training and weekly staff meetings.
- Adheres to program standards including safety, cleanliness, and licensure standards.
- Performs other duties as assigned.

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when

negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. 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. Must be 18 years of age or older.
2. Must have reliable transportation to and from work.
3. Must have a **high school diploma or equivalent** AND **one of the following:**
 - a. A season of camp experience
 - b. A bachelors degree in a child related field
 - c. Three months of program experience with children and a CDA
 - d. Six months of program experience with children
4. Enthusiastic, positive mindset, and respectful positive tone when working with children.
5. Must be a team player with a positive attitude.
6. Preferred CPR/First-Aid. If not certified, will receive training through the YMCA.
7. Exceptional group management, problem solving, and conflict resolution skills.
8. Experience in creating, planning, and facilitating interactive and educational/artistic activities, youth development, physical activities, academic enrichment, and the arts.
9. Must possess speaking, listening and writing skills appropriate for interacting with both children and adults.
10. Must be capable of implementing the daily program related responsibilities of the program.
11. Must have flexibility and the ability to adapt to changing circumstances.
12. Demonstrate a working knowledge of YMCA mission, purpose and goals, childcare policies and YMCA standards; ensure the program meets the highest standards of excellence.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- 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.
- Sufficient strength, agility and mobility to perform essential functions of position and to supervise program activities.

TO APPLY:

Please email Camp Director, Nicole Kozikowski, at nicole@saymca.org