



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

Job Title: **Summer Day Camp Jr. Counselor**

FLSA Status: Part time hourly

Status: P/T

Reports to: Camp Director, Nicole Kozikowski

To apply: Contact Camp Director at [nicole@saymca.org](mailto:nicole@saymca.org)

Job Code: H

Job Grade: \$7.50-\$8.25

Department: Programs

Revision Date: 1/28/20

### **POSITION SUMMARY:**

The Jr. Counselor is responsible for providing support, guidance, and implementation of activities to the Lead Counselor, with a group of campers. They have high energy, are enthusiastic, enjoy working on a team, and genuinely enjoy working with children.

The Jr. Counselor is responsible for assisting the Lead Counselor in the planning, implementation, and facilitation of a structured, daily schedule filled with activities. The Jr. Counselor must have a positive attitude, be patient, and have a respectful demeanor with campers. Jr. Counselor's are never alone with campers—they are guided and supported by a Lead Counselor.

### **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.***

2. With a lead counselor, a Jr. Counselor supervises campers and are responsible for their overall safety and health.
3. Provides careful, attentive supervision; alert at all times.
4. Follows directions and tasks given to them by their Lead Counselor.
5. 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.
6. Nurtures children through purposeful programming; assists with activities that are intended to achieve program goals and outcomes, are culturally relevant, are developmentally appropriate, and are consistent with the Y's values.
7. Creates a positive rapport and shared interest with all youth; models relationship-building skills in all interactions.
8. Attends training and weekly staff meetings.
9. Adheres to program standards including safety, cleanliness, and licensure standards.
10. 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 at least 16 years old or older.
2. Must have reliable transportation to and from work.
3. Enthusiastic, positive mindset, and respectful positive tone when working with children.
4. Must be a team player with a positive attitude.
5. Preferred CPR/First-Aid. If not certified, will receive training through the YMCA.
6. Some experience in creating, planning, and facilitating interactive and educational/artistic activities, youth development, physical activities, academic enrichment, and the arts.
7. Must possess speaking, listening and writing, skills appropriate for interacting with both children and adults.
8. Must be capable of implementing the daily program related responsibilities of the program.
9. Must have flexibility and the ability to adapt to changing circumstances.
10. 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](mailto:nicole@saymca.org)