

OLD COLONY YMCA

JOB DESCRIPTION

TITLE: Camp Counselor

REPORTS TO: Camp Management

CLASSIFICATION: Non-Exempt

JOB SUMMARY:

Under the direction of the Camp Management, the Camp Counselor is responsible for carrying out all duties related to his/her assigned program in a manner consistent with the aims of the Old Colony YMCA. The Camp Counselor will uphold and, role model for Junior Counselors, the employee code of conduct and will ensure that all areas of the job responsibilities will reflect the mission of the Old Colony YMCA, and the regulating agency. The Camp Counselor will role model and display and encourage the character traits of caring, responsibility, honesty, and respect in the fulfillment of all job duties.

JOB FUNCTION:

1. PROGRAM RESPONSIBILITY:

- Assist with maintaining appropriate paperwork for children's files.
- Crisis Intervention
- Assist with organization, planning, and scheduling.
- Plan and lead daily activities.
- Ensure a fun and safe environment
- Ensure an appropriate ratio at all times
- Ensure checklists are completed daily
- Adhere to all DPH regulations and Old Colony YMCA policies and procedures

2. FISCAL RESPONSIBILITIES:

- Adhere to all fiscal policies as outlined by the Association

3. FACILITY/HOUSEKEEPING RESPONSIBILITIES:

- Ensure that a sanitary healthy environment is maintained
- Be familiar with emergency procedures
- Ensure checklists are completed daily

4. INTERDIVISIONAL/COMMUNITY/ VOLUNTEER/ RESPONSIBILITIES:

- Assist in public relations events sponsored by the Old Colony Y.

YMCA LEADERSHIP 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

- 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.

5. EDUCATION/ EXPERIENCE/ PHYSICAL REQUIREMENTS:

- Must be at least 18 years old
- Good interpersonal communication skills
- Evidence of physical examination every two years
- Negative Mantoux TB test
- Immunity for measles, mumps, and rubella
- Certification of good health from a physician
- Must be able to walk around camp as well as stand a majority of the camp day.
- Must be able to sit, bend, stoop etc.

CLOSING STATEMENT

The Camp Counselor must ensure overall operations of the Old Colony YMCA by fostering teamwork with Junior Counselors and accepting additional responsibilities as assigned. To ensure the overall operations of the Y and support teamwork, I will accept additional responsibilities as assigned.

Camp Counselor

Camp Director

Camp Counselor (printed)

Date -----

Date

Revised: 5/13