

**TAYLOR FAMILY YMCA
POSITION DESCRIPTION**

Title: Day Camp Counselor
FSLA: Seasonal Part-time
Wage: DOQ

Reports to: Day Camp Coordinator
Branch: Taylor Family YMCA

GENERAL DESCRIPTION

The Day Camp Counselor is responsible for the overall safety and welfare of the summer camp children, for planning activities for the children and making sure the scheduled plan of activities is followed. The Day Camp Counselor is also responsible for maintaining, organizing and securing all equipment used during summer camp.

KNOW HOW

1. Must be 18 years of age or older with a high school diploma (or equivalency) or on track to receive it by end of school year.
2. Must have a strong interest, maturity and judgment in working with children.
3. Ability to develop and implement quality day camp programming.
4. Communicate well with coworkers and children.
5. Must have full visual, auditory and mental acuity.
6. Ability to communicate policies and procedures to parents and children and to respond tactfully to their concerns.
7. Flexibility and ability to adjust to varying situations.
8. Have completed the Day Camp Counselor Training upon hire including CPR, First Aid, Child Abuse Prevention, Blood borne Pathogen and Emergency Procedure trainings.
9. Must have a physical within the last two years and a TB test within the last 90 days before the first day of Camp Training.

CUSTOMER SERVICE STATEMENT

Our number one goal is to provide outstanding customer service. Every YMCA employee is expected to be a good listener, knowledgeable, friendly, professional, helpful, and willing to go the extra mile. We demonstrate the values of caring, honesty, respect, and responsibility as role models in the YMCA and the community at large.

PRINCIPAL ACTIVITIES

1. To follow the YMCA Mission: To put Christian principles into practice by implementing and promoting programs that build a healthy spirit, mind and body for all.
2. Works under the supervision of and is directly accountable to the Day Camp Coordinator.
3. You are part of a team which will be working with many campers. You will have responsibility for all the campers in the camp with the main responsibility for daily attendance and safety of a group of campers.
4. Will implement weekly activity plans designed to promote fun, maximize safety and teach the positive Character Development values of Caring, Honesty, Respect, and Responsibility.

5. Organize and participate in all camp activities with the children. You will be expected to come prepared for the job which involves bringing a “bag of tricks” to pull from when necessary. There will be times when you must be able to keep a group of campers busy for extended periods of time.
6. Establish and enforce the highest standards of health and safety at all times.
7. Report to work at scheduled hours including staff meetings.
8. Maintain cleanliness of all facilities used and take care of all equipment and/or supplies used.
9. Report any concerns of the children’s welfare to the Day Camp Coordinator.
10. Support the Annual Fund Raising efforts.
11. Support the policies of the day camp and of the Golden Corridor Family YMCA Association.

ENVIRONMENT

Stand: Extended Periods.

Mobility: To various locations throughout the park, forest preserve, YMCA and field trip locations.

Cognitive: Ability to think in abstract, problem solving, decision making, instruct, coordinate, organize, plan and supervise children.

Health and Safety Requirement/Instructions: Current CPR, First Aid and Blood borne Pathogen training are required.

EFFECT ON END RESULTS

Ensures that the day camp counselor functions are performed at maximum efficiency and courtesy to fully support customer satisfaction and connectedness objectives of the YMCA.

I have read and understand this position description and believe I am capable and qualified to handle the position as presented.

Signed: _____

Date: _____

Rev1/2015