



## Tri-Cities Family YMCA Job Description

Position Title: **Day Camp Counselor**

Reports to: **Day Camp Director**

Date: **Updated 03/2017**

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### Overall Function

Under the supervision of the Summer Day Camp Director, the Day Camp counselor provides direct supervision to a groups of children in a seasonal day camp. The day camp counselor creates positive, nurturing relationships with children, while building cooperative relationships with parents/caregivers. Promotes and supports the potential of all youth in programs and facilitates peer-to-peer connections as part of the overall camp experience.

### Qualifications

1. Be not less than 18 years of age.
2. Previous work experience with a population similar to that which the camp serves.
3. Compliant with all licensing qualifications.
4. CPR/First Aid certification.

### 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 to EXCEED the customer's expectations. We demonstrate the values of caring, honesty, respect, and responsibility as role models in the Tri-Cities Family YMCA and the community at large.

### Areas of Direct Responsibility

Tri-Cities Family YMCA Summer Day Camp Program

### Essential Overall Functions

- Participate in a pre-camp training and in-service camp training programs as scheduled.
- Complete First Aid and CPR certification prior to unsupervised interaction with campers.
- Embrace and model the mission of the YMCA in all daily activities.
- Create a welcoming and nurturing environment for all campers and their families.
- Responsible for the direct supervision, safety, and care of a group of 8-12 children ranging in age from 4-17 years.
- Abide by all Tri-Cities Family YMCA Policies and Procedures, as well as standards set forth by the American Camp Association (ACA).
- Lead recreational programs, activities, and songs with enthusiasm. Engage with campers by participating in daily programs, activities, and songs.
- Encourage each camper's potential.
- Serve as an Aquatic Observer during swim time and assist with daily camper swim lessons.
- Model appropriate behavior for children to follow.
- Utilize positive discipline techniques and redirection when responding to behavioral issues of campers.
- Document all incidents, injuries, and behaviors that are out of the normal range of day to day activities with the population served in a timely fashion.
- Ability to effectively communicate in a pleasant and positive manner with children, families, YMCA members, and YMCA staff members.
- Provide daily communication to parents of campers.
- Assist the YMCA in positively marketing the facility and programs to YMCA members and the community.
- Be punctual and dependable.

### YMCA MISSION

Our mission is to put Christian principles into practice through programs that build a healthy spirit, mind and body for all.



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

- Be in assigned area at all times while clocked in.
- No personal cell phone calls/texts or social media activities will be made or answered during camp hours.

### **Basic Hours**

M-F, 6:45 am-6:00 pm (as contracted and scheduled).

### **Environment**

76,000 square foot facility with high level of contact with members and community. Various hours that may include early mornings and/or late evenings. Outdoor area surrounding the Tri-Cities Family YMCA, including but not limited to: Mulligan's Hollow, Imagination Station, Duncan Woods, and Grand Haven State Park. Field trips off site. Exposure to outdoor elements, such as summer temperatures, is required.

### **Health and Safety Requirements**

Employees are advised on OSHA Standards through required signage and administrative updates as compliant with federal law.

### **Physical Demands**

Employee can demonstrate sufficient strength, agility, and mobility to perform the essential functions of the position.

### **Disclaimer**

It should be understood that this Job Description has been developed as an outline for basic responsibility. Additional duties may be assigned by the Summer Day Camp Director as deemed appropriate and/or necessary.

By signing this job description, I acknowledge the qualifications and requirements necessary to effectively execute the position. Further, I have received a copy of this job description.

### **YMCA MISSION**

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