

Goldsboro Family YMCA
Job Description

Position Title: Summer Camp Counselor
Supervisor: Youth & Family Services Director
FSLA Status: Non-exempt
Branch: Goldsboro YMCA
Department: Youth & Family Services
Date prepared: April 3, 2016

General Function

A Summer Camp Counselor provides leadership and guidance for a group of campers, ensuring a quality experience to children and parents that focuses on the YMCA values: honesty, respect, responsibility, and caring. A Summer Camp Counselor creates positive, nurturing relationships with children, while building cooperative relationships with parents/caregivers. Under the direction of the Youth Coordinator, the Summer Camp Counselor will be responsible for assisting with the planning, development and implementation of program activities

Know How

A Summer Camp Counselor must possess good communication and organizational skills. A Summer Camp Counselor must have the ability to maintain control of area even when distracted by noise or activity, and work with a diverse group of people. A Summer Camp Counselor also must possess:

- CPR, First Aid, and AED certifications and Child Abuse Prevention training within 30 days of hire date
- Ability to implement age-appropriate/developmentally-appropriate program activities
- Previous experience with diverse populations
- Ability to develop positive relationships with people from different backgrounds

Physical Requirements

- Must be able to stand for long periods of time
- Lift items (up to 20 lbs)
- Carry items (up to 20 lbs)
- Must be able to communicate verbally with good voice projection

Principle Activities

- Supervise activities of children, including but not limited to music, games, art, swimming, and outside activities.
- Plan and implement a progressive camp program, seeing to the total development of the camper mentally, physically, and spiritually.
- Provide opportunities for development of awareness in each camper.
- Provide an enjoyable experience for each camper.
- Participate in the general planning of the camp program.
- Set a good example in promptness, manners, language, appearance, and health.
- Set a good example in respect and care for the facilities and the out-of-doors.
- Create and maintain group unity by making everyone feel a part of the group.
- Contact parents of campers as needed during camp to maintain good public relations.
- Check group attendance each morning.
- Keep safety of campers in mind at all times. Campers are never to be left unattended.

- Know whereabouts of the group at all times, including early morning arrivals, bus, camp, YMCA, trips, etc.
- Keep all equipment in good operating condition and be responsible for returning items to their proper place.
- Maintain required program records
- Attend staff meetings and trainings
- Maintain positive relations with parents and other staff
- Assist in maintaining and cleaning of assigned areas.
- Report all program changes and equipment needs to Youth Coordinator.
- Assist activity directors while participating in their activity.
- Report to the Youth Coordinator any difficult or unusual situations.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of his job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description reflects management’s assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned. We understand and mutually accept that the above description represents our agreement as to the job performed.

Supervisee Date

Supervisor Date