



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

MCGAW YMCA IN EVANSTON CAMP ECHO JOB DESCRIPTION

IDENTIFICATION:

Job Title: Area Head and Senior Counselor (Camp Echo Summer Camps) **Department:** (80) Camp Echo

Classification: Exempt (salaried)

Full or Part-time: PT/Seasonal

Reports to: Main Camp Directors & On-Site Program Coordinators, Camp Echo **Revision Date:** 10/18/2018

Areas: Archery, Biking, Boating & Canoeing, Challenge Course, Dance, Drama, Fishing, Music, Nature, Paddle boarding, Sports; Arts& Crafts*, Sailing*, Swimming*, Water Skiing* (*with senior area head)

SPECIFIC DUTIES (As Area Head):

- If possible, works with the On-Site Program Coordinators in the spring to order necessary supplies for the program area.
- Works with the On-Site Program Coordinators during the summer to order necessary supplies for the program area.
- Maintains written records on the training and regular observation of staff members who work in the area.
- Observes staff members who work in the area, providing coaching, encouragement, and necessary correction.
- Keeps the physical program area neat and clean.
- Develops and implements lesson plans for the program area campivities and rainy day contingency plan.
- Oversees program supervision for either fun swim or twilight fun
- Cares for and maintains equipment, supplies and property of camp
- Keeps accurate records of camper achievement that can be used in subsequent years
- Updates the Program Area Notebook and submits and inventory and list of needs at season's end.

****Note: If there are co-area heads, the responsibilities are shared.**

SPECIFIC DUTIES (As Senior Counselor):

- Prepares for the arrival of the group by reading "Personal History Forms" and other relevant material.
- Implements ice-breaker and group-building activities on the first day to ensure that the group becomes friends.
- Establishes cabin routines and implements a system for fair rotation of cabin and service task duties.
- Watches out for the health and safety of his/her campers, especially regarding: (ACA HW-13.1)
 - appropriate and diligent use of sunscreen and bug spray; washing hands before every meal; daily brushing of teeth and use of the KYBO; regular showers; sniffles, coughing, rashes, sores, blisters, and head (or other) scratching; and getting enough rest, proper eating, and drinking plenty of water.
- Manages behavior of campers, especially regarding physical, emotional, or verbal abuse of others. (ACA HR-16)
- Pays particular attention to group dynamics, and works with the Co-Counselor to solve problems.
- Supervises the cabin group at meals and helps make the dining experience pleasant and healthy.
- Actively encourages campers who receive "Camper Reply Emails" to write and submit them on a timely basis.
- Accountable for parent letters each session, shared with Co-Counselor.
- Plans and leads a "Taps Talk" at bedtime each night.
- Shares the after-bedtime supervision and the during-Saska supervision with Co-Counselor.

ADDITIONAL DUTIES:

- Maintains the cleanliness of the living space and office space to which he or she is assigned.
- Models, teaches, and upholds the Camp Echo Code of Conduct and protects the well-being of all campers.
- Reports maintenance needs to the Property Manager.
- Aids in the development and education of assistant counselors and CITs
- Shares responsibility of staffing layovers or bus duty with other staff members
- Shares in the planning and execution of flag raising and chapel duties
- Maintains positive relationships with campers, parents and other staff
- Encourages physical, emotional and spiritual growth and positive character development in all campers
- Practices cultural humility, striving to actively learn about and be sensitive to cultures different than their own
- Prepared to do anything else deemed necessary by the Camp Director.

BUDGET FOR WHICH THE POSITION IS RESPONSIBLE FOR:

EXPENSE: NULL

INCOME: NULL

NUMBER OF STAFF (VOLUNTEERS) SUPERVISED: INCLUDE SEASONAL PERSONNEL AS PART TIME: NULL

MCGAW YMCA LEADERSHIP COMPETENCIES (Highlight one):

	Leader*	Team Leader	Multi-Team Leader	Organizational Leader
Values	Accepts and demonstrates the Y's values.	Models and teaches the Y's values.	Reinforces the Y's values within the organization and the community.	Incorporates the Y's mission and values into McGaw's vision and strategies.
Community	Demonstrates a desire to serve others and fulfill community needs.	Ensures a high level of service with a commitment to improving lives.	Effectively communicates the benefits and impact of the Y's efforts for all stakeholders.	Ensures community engagement: promotes the global nature of the Y.
Inclusion	Works effectively with people of different backgrounds, abilities, opinions and perceptions.	Champions inclusion activities, strategies, and initiatives.	Develops strategies to ensure staff and volunteers reflect the community we serve.	Advocates for and institutionalizes inclusion and diversity throughout McGaw.
Relationships	Builds rapport and relates well to others.	Builds relationships to create small communities.	Builds and nurtures strategic Relationships to enhance support for McGaw.	Initiates the development of relationships with influential leaders to impact and strengthen the community
Developing Others	Takes initiative to assist in developing others	Provides staff with feedback, coaching, guidance, and support.	Provides tools and resources for the development of others	Ensures that a talent management system is in place and executed effectively.
Decision Making	Makes sound judgments, and transfers learning from one situation to another.	Provides others with the frameworks for making decisions.	Integrates multiple thinking processes to make decisions.	Possesses penetrating insight and strong strategic and critical thinking skills.
Change Capacity	Demonstrates an openness to change, and seeks opportunities in the change process	Facilitates change; models adaptability and an awareness of the impact of change.	Creates a sense of urgency and positive tension to support change.	Effectively drives change by leveraging Resources and creating alignment to expand organizational opportunities.

*Leader is the category for all McGaw employees who are not supervisors, managers, directors, etc. In this regard, ALL McGaw employees are leaders.

ABUSE RISK MANAGEMENT REQUIREMENTS (Highlight one):

For employees who directly supervise youth	For employees who do not directly supervise youth	For supervisors and administrators
Adheres to policies related to boundaries with youths	Adheres to policies related to boundaries with youths	Follows employee screening requirements and uses screening instruments to screen for abuse risk
Attends required abuse risk management training	Attends required abuse risk management training	Provides employees with on-going supervision and training related to abuse risk
Adheres to procedures related to managing high-risk activities and supervising youths	Reports suspicious and inappropriate behaviors	Provides employees with regular feedback regarding their boundaries with youths
Reports suspicious or inappropriate behaviors and policy violations	Follows mandated abuse reporting requirements	Requires employees to adhere to policies and procedures related to abuse risk
Follows mandated abuse reporting requirements	Adheres to job specific abuse risk management responsibilities <ul style="list-style-type: none"> Custodians—ensures unused locker rooms and closets remain locked; routinely monitors high-risk locations Front desk personnel—ensures youths are properly signed in and out, ensures only authorized adults are allowed in the facility, etc. 	Responds quickly to policy and procedure violations using the organization's progressive disciplinary procedures
		Responds seriously and confidently to reports of suspicious and inappropriate behaviors
		Follows mandated reporting requirements
		Communicates to all employees the organization's commitment to protect their youths from abuse
		Reports essential abuse risk management information to the board of directors.

QUALIFICATIONS:

- Age 18 or older
- Certified in CPR, First Aid (and Lifeguard for waterfront program areas)
- Additional program area-specific certification as appropriate
- Leadership ability and teamwork oriented
- Possess a variety of skills and experience with youth
- A commitment to working with a diverse staff and camper population for the fulfillment of YMCA goals

WORKING CONDITIONS (Check all that apply):

- Walking Crouching Lifting (25lbs) Sitting Stooping Kneeling
- Climbing Standing Carrying (25lbs) Pulling (25lbs) Pushing (25lbs)
- Other: This position is expected to live on site.

The Y: We're for youth development, healthy living, and social responsibility.