



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

MCGAW YMCA IN EVANSTON CAMP ECHO JOB DESCRIPTION

IDENTIFICATION:

Job Title: Assistant Counselor (Camp Echo Summer Camps)

Department: (80) Camp Echo

Classification: Exempt (salaried)

Full or Part-time: PT/Seasonal

Reports to: Main Camp Directors, Camp Echo

Revision Date: 10/18/2018

SPECIFIC DUTIES:

- Prepares for the arrival of the group by reading "Personal History Forms" and other relevant material.
 - If staffed on bus, reviews this information within first 24 hours of session
- Implements ice-breaker and group-building activities on the first day, while completing orientation rotations.
- Works with Co-Counselor to make Cabin Group requests on the first night.
- Establishes cabin routines and implements a system for fair rotation of cabin and service task duties.
- Makes an ongoing effort to return lost items found in or around the cabin to campers in the cabin group.
- 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.
- Assists with distribution of mail and printed email to campers at Saska.
- Actively encourages campers who receive "Camper Email Replies" 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:

- May be assigned to work kitchen, barn, lifeguard, maintenance or child care instead of cabin.
- 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.
- Takes an active role in the planning and teaching of various assigned Campativity classes.
- Takes an active role in the program supervision for either fun swim or twilight fun.
- Plans and coordinates, with other staff, evening programs and Olympics
- Aids in the development and education of CITs and LITs
- Shares responsibility of staffing layovers or bus duty with other staff members
- Shares in the planning and execution of flag raising and morning reflection 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:

- Finished 4 years of high school—age 18 or older
- Certified in CPR, First Aid, and preferably Lifeguard (**ACA HW-1A**)
- 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.