



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

## **MCGAW YMCA IN EVANSTON CAMP ECHO JOB DESCRIPTION**

### **IDENTIFICATION:**

**Job Title:** Junior Support Staff- Kitchen (Camp Echo)

**Department:** (80) Camp Echo

**Classification:** Exempt (salaried)

**Full or Part-time:** PT/Seasonal

**Reports to:** Food Services Manager, Camp Echo

**Revision Date:** 10/19/2018

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This position is part of the Junior Support Staff program, including the following roles: Junior Barn Staff, Junior Child Care Staff, Junior Kitchen Staff, Junior Maintenance Staff, and Junior Lifeguard Staff. Their primary responsibility will be in the assigned role, although they may be assigned to substitute for other support staff as necessary. The staff will be paired with and live in a Main Camp camper cabin and have supervised time off together.

### **SPECIFIC DUTIES:**

- Assists with meal preparation, serving, and cleanup.
- Helps operate the dishwashing machine in a safe and efficient manner.
- Ensures proper storage of food stuffs.
- Helps maintain a safe and clean kitchen and dining hall.
- Helps track kitchen inventory throughout session.
- Abides by all Michigan state health and sanitation regulations.
- Meet with one of the cooks on arrival day to go through a brief kitchen orientation.

### **ADDITIONAL DUTIES:**

- Support Evening Programs and Cabin Groups, depending on kitchen assignments.
- 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.
- Aids in the development and education of CITs and LITs
- Shares responsibility of staffing layovers or bus duty with other staff members
- 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):

	<b>Leader*</b>	<b>Team Leader</b>	<b>Multi-Team Leader</b>	<b>Organizational Leader</b>
<b>Values</b>	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.
<b>Community</b>	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.
<b>Inclusion</b>	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.
<b>Relationships</b>	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
<b>Developing Others</b>	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.
<b>Decision Making</b>	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.
<b>Change Capacity</b>	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):

<b>For employees who directly supervise youth</b>	<b>For employees who do not directly supervise youth</b>	<b>For supervisors and administrators</b>
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"> <li>• Custodians—ensures unused locker rooms and closets remain locked; routinely monitors high-risk locations</li> <li>• Front desk personnel—ensures youths are properly signed in and out, ensures only authorized adults are allowed in the facility, etc.</li> </ul>	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 3 or 4 years of high school—age 16 or older
  - under 18 and still in high school requires Michigan "work permit"
- 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.**