



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## MCGAW YMCA IN EVANSTON CAMP ECHO JOB DESCRIPTION

### IDENTIFICATION:

**Job Title:** Teen Leadership Staff (Camp Echo Summer Camps)

**Department:** (80) Camp Echo

**Classification:** Exempt (salaried)

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

**Reports to:** Teen Leadership Director, Camp Echo

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

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The Teen Leadership Staff will work together to provide direction and supervision to ensure the physical and emotional well-being of the Villagers service program and Leaders-in-Training (LITs) program. Villagers live in a cabin (in the "Village") or peak, with staff, and follow a Main Camp schedule, supplemented with service and leadership activities. The LIT program is a central component of the high school leadership progression, followed by CIT and 1<sup>st</sup> Year Support Staff. The LITs will live together in a Village cabin or peak with staff.

### SPECIFIC DUTIES:

- Responsible for the education, leadership, safety, and well-being of LIT and Villager campers.
- Prepares for the arrival of the group by reading "Personal History Forms" and other relevant material.
- If LIT Staff, plans and implements the Leader-In-Training program.
  - Works with the LITs as a group in a variety of activities both on- and off-camp.
  - Facilitates appropriate group-building exercises.
  - Assigns LITs with staff mentors in coordination with the Main Camp Directors.
  - Writes an evaluation of each LIT (camper letter) for Camp Echo internal purposes and shares it with the LIT.
- Together with Co-Staff ...
  - Plans more challenging group activities and special "Teen" programs.
  - Plans potential service opportunities for the group, and coordinates off-site excursions with Teen Leadership Director.
  - If Villagers counselor, takes group on a two-night overnight on camp property.
  - If LIT counselor, leads off-camp social or recreational excursions for the LITs each session, in coordination with the Teen Leadership Director.
- 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 group at meals and helps make the dining experience pleasant and healthy.
- Actively encourages campers who receive "Bunk Reply Forms" to write and submit them on a timely basis.
- Plans and leads a "Taps Talk" at bedtime each night.
- Shares the after-bedtime supervision and the during-Saska supervision with Co-Counselor.
- May be assigned to work in Camptivity areas for the morning while teen campers are in camptivities.
- Works with the other teen program staff to plan "all teen" evening programs and gatherings.
- Works with the Teen Leadership Director to schedule time in Main Camp activity areas
- At the end of each session, submits parent letters to Wellness Manager.
- Reports maintenance needs to the Property Manager.
- Responsible for creating or updating a program notebook for the Villagers Program or LIT Program.

### ADDITIONAL DUTIES:

- Maintains the cleanliness of the living space to which he or she is assigned.
- Plans and coordinates with other staff evening programs and Olympics
- Models, teaches, and upholds the Camp Echo Code of Conduct and protects the well-being of all campers.
- 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
- Handles whatever else is necessary to ensure that the CIT program runs smoothly and safely.
- 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:

- Age 20 or older
- Certified in CPR, First Aid, and Lifeguard
- 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.**