



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

MCGAW YMCA IN EVANSTON CAMP ECHO JOB DESCRIPTION

IDENTIFICATION:

Job Title: Junior Support Staff Specialist (Echo Summer Camps) **Department:** (80) Camp Echo
Classification: Exempt (salaried) **Full or Part-time:** PT/Seasonal
Reports to: Leadership & Equity Director, Camp Echo **Revision Date:** 3/14/2019

The Junior Support Staff (JSS) Specialist support the growth and development of 10-15 participants each session. These staff are assigned to work in various roles at camp, such as: Maintenance, Kitchen, Child Care, Barn, and Lifeguarding. The Specialist is the point-person for the Team Leaders of each of these areas with regard to the development of the JSS and is a support for the JSS themselves.

SPECIFIC DUTIES:

- Responsible for the supervision, development, and experience of Junior Support Staff
- Plans and implements a leadership and skill development plan for the JSS.
 - At the direction of the Leadership & Equity Director, develops critical foundational camp job skills in JSS.
 - Collaborates with the Team Leader supervisors of JSS to evaluate the strengths and growth opportunities of JSS.
 - Leads 1-hour/day group development with all of the JSS.
 - Checks in daily with each Team Leader for feedback regarding JSS and addresses any concerns in a prompt and productive manner. Also uses this time to share feedback, concerns that JSS may have.
 - Checks in weekly with each JSS participant to review growth and experience
- Completes onboarding and exit interview for each JSS during their first and last session or work, respectively.
- Plans team-building/FUN! for JSS throughout the session to enhance their overall experience and provide exposure to varying aspects of camp.
- Provides leadership and supervision of JSS nights off.
- Supports the programming and supervision of other leadership development programs (Villagers/LIT/CIT) to enhance overall program impact.
- Documents program curriculum for each session and submits to Leadership & Equity Director, along with any exit interviews/performance evaluations from the session.
- Lives with Teen Program (LIT/CIT) participants as assigned.

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 Junior Support Staff 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):

	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 21 or older
- Current certification in First Aid and CPR required, Lifeguard preferred
- 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.