



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

Job Title: Day Camp Assistant Counselor
Classification: Non-Exempt
Reports to: School Age Programs Manager

Department: (71) Children's Center
Full or Part-time: PT Seasonal
Revision Date: March 12, 2021

POSITION SUMMARY:

Day Camp Assistant Counselor is responsible for providing leadership, ensuring safety of all participants and direct supervision of a group of children in a seasonal day camp. This position is responsible for supporting the Lead Counselor in the implementation and facilitation of daily program activities. The Assistant Counselor has the ability to create positive and nurturing relationships with children while building cooperative relationships with parents/caregivers all focused on YMCA core values: honesty, respect, responsibility, and caring.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

- Provides a safe and healthy environment, both physically and mentally, to ensure the operation of a high quality program
- Supports the facilitation of daily program activities that are culturally relevant, developmentally appropriate and consistent with YMCA values
- Provides careful, attentive supervision of all youth; alert at all times
- Communicates regularly and effectively with other staff and YMCA leadership
- Follows all policies, procedures, and standards as established by the law or the Y (e.g., safety or emergency procedures, behavior guidance strategies, child abuse prevention policies); makes ADA accommodations where appropriate; maintains the program site, equipment, and required program records.
- Creates a positive rapport and shared interest with all youth; models relationship-building skills in all interactions.
- Provides opportunities for youth to lead, problem-solve, and make decisions and choices within the program and provides daily opportunities for youth to reflect on and respond to their experiences.
- Provides and welcomes ongoing dialogue with parents and caregivers about their child's needs and progress; connects families to the Y.
- Maintains a clean and organized workplace including setting up and cleaning up activities.
- Take care of day camp property daily (e.g., indoor and outdoor spaces, camp equipment & supplies)
- Follows YMCA policies and procedures, including, but not limited to those related to safety, cleanliness, medical situations, camper behavior management, child abuse prevention and emergencies
- Attends and participates in family nights, program activities, staff meetings, and staff training.
- Performs other duties as assigned.



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QUALIFICATIONS:

- Must be at least 18 years of age or older
- High School Diploma or equivalent. One or more years of college or equivalent professional experience in the field of Youth Development is preferred.
- CPR, First Aid, and AED certifications from an approved organization required within 30 days of hire.
- Child Abuse Prevention training required within 30 days of hire.
- Previous experience working with children in a camp setting preferred.
- Willingness to participate in the following program areas: outdoor living, archery, songs/music, skits, sports, aquatics, swimming or recreational games.
- Ability to support the Lead Counselor in creating, planning, and facilitating interactive and educational/artistic activities, youth development, physical activities, academic enrichment, and the arts
- Must have strong leadership and diplomacy skills
- Group management, problem-solving and conflict resolution skills
- Must possess speaking, listening and writing, skills appropriate for interacting with both children and adults
- Must be capable of implementing the daily program related responsibilities of the program
- Ability to develop positive, authentic relationships with people from different backgrounds.
- Commitment to inclusion and compliance with the Americans with Disabilities Act (ADA).
- Must have flexibility and the ability to adapt to changing circumstances
- Demonstrate a working knowledge of YMCA mission, purpose and goals, childcare policies and YMCA standards; ensures the program meets the highest standards of excellence

MCGAW YMCA LEADERSHIP COMPETENCIES (Highlight one):

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

	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.



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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.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability and willingness to plan, lead, and participate in program activities in a variety of indoor and/or outdoor settings including, but not limited to; school buildings, playgrounds, field trips, beach trips, and swimming pools.

- Walking
 Crouching
 Lifting (25lbs)
 Sitting
 Pulling (25lbs)
 Pushing (25lbs)
- Climbing
 Standing
 Carrying (25lbs)
 Kneeling
 Stooping

I understand and agree to the above job as outlined in the above job description.	
Team Leader (Supervisor)	Date
Incumbent	Date