

Racine Family YMCA Job Description

Summer Day Camp Counselor

Job Title: Summer Camp Counselor Reports to: Youth & Family Director Non-Exempt May – August with potential to become permanent staff during school year Part-Time/Full-Time

Position Summary

Under the direction and supervison of the Youth & Family Director, and in harmony with the YMCA mission and the established policies, goals, and objectives of the Racine Family YMCA, the Summer Day Camp Counselor shall be responsible for planning and leading indoor/outdoor recreation activities for youth enrolled in Summer Day Camp. Additionally, staff shall provide a quality experience to children and parents that focuses on the YMCA values: caring, honesty, respect, and responsibility, and in accordance with the YMCA policies and procedures.

Essential Functions

- 1. Maintains responsibility for campers at all times.
- 2. Assists in the development and implementation of all camp and weekly activities.
- 3. Guides and directs groups in a variety of camp activites and follows groups daily and weekly schedule.
- 4. Understands and implements YMCA Character Development Program.
- 5. Monitors environment to identify and eliminate any risks that could cause incidents or accidents.
- 6. Makes ongoing, systematic observations and evaluations of each child.
- 7. Conducts informal parent conferences, and maintains positive relationships and effective communication with parents.
- 8. Responsible for program site and camp equipment.
- 9. Maintains required program records.
- 10. Attends and participates in all staff training.
- 11. Acts as a positive role model while implementing YMCA character development and following the four core values of Caring, Honesty, Respect, and Responsibility.

Qualifications

Education Training & Work Experience

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- 1. Minimum age of 18.
- 2. CPR certification (within 30 days of hire).
- 3. Previous experience with children preferred.

- 4. Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.
- 5. Previous experience with diverse populations. Ability to develop positive, authentic relationships with people from different backgrounds.
- 6. Have the knowledge of state licensing requirements and certifications.
- 7. Ability to manage multiple projects at one time, be flexible, and understand working as a team.

Physical Demands

- 1. Ability to plan, lead, and participate in activities.
- 2. Ability to sit, stand, kneel, squat, and bend.
- 3. Ability to lift and carry up to 25 pounds.

The above statements describe the general nature of work being performed in this job. They are not intended to be an exhaustive list of all duties, and additional responsibilities may be assigned, and required by management.

We understand and mutually accept the above description to the job to be performed for the Racine Family YMCA.

Employee Name (please print)		
Employee Signature	Date	 _
Supervisor's Signature	Date	 _