



YMCA of Indiana County			
Employee Job Description			
Position Title:	Day Camp Counselor	Department:	Day Camp
Reports To:	Day Camp Director	Grade:	1
Classification:	Full time/Part Time/ Seasonal	Job Code:	SCCC-7119

GENERAL FUNCTION:

Provides direct supervision of a group of children in a seasonal day camp. Provides a quality experience to children and parents focused on YMCA core values: honesty, respect, responsibility, and caring.

This job description is not an express or implied contract, and the YMCA of Indiana County reserves the right to change this job description as necessary. Having read and understood my job description, expected work schedule, and rate of compensation, I accept the position of Day Camp Counselor for the YMCA of Indiana County.

KNOWLEDGE – SKILLS - ABILITIES:

- Previous experience working with children preferably in a day camp setting.
- Enthusiastic, energetic, fun loving and able to work a wide variety of people and ages.
- Experience preferred in one or more of the following areas: outdoor living, crafts, leading physically active games, camping, songs/music, skits, sports, aquatics, recreational games, etc...
- CPR, First Aid, AED certifications and Child Abuse Prevention training within 90 days of hire date.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community. Previous experience with diverse populations preferred.
- Ability to lead and participate in a range of activities in a variety of outdoor/indoor settings.
- Ability to lead a group of children in a manner to help them grow in their knowledge, skills, and capabilities.
- Excellent communication, interpersonal and relationship building skills with an ability to negotiate and work with a variety of internal and external stakeholders.
- Personal qualities of integrity, credibility, and dedicated to the mission of the YMCA.
- Strong ability to motivate and inspire others.
- Ability to make independent decisions, and determine the appropriate course of action.
- Able to manage difficult situations with a high level of professionalism.

JOB RESPONSIBILITIES:

- Supervise a group of children.
- Aid in the planning, coordination and implementation of day camp program schedule and activities.
- Be counted in ratio with a camper group.
- Other related duties as assigned.

PHYSICAL REQUIREMENTS:

- Must be able to bend and stoop occasionally
- Must be able to stand for long periods of time
- Must be able to lift 25 pounds occasionally
- Must be able to lead and demonstrate a variety of youth programs including sports, games, crafts etc.
- Able to work out of doors for entire day

The YMCA of Indiana County complies with ADA and considered reasonable accommodation measures that may be necessary for eligible applicants/employee to perform essential job functions.

The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential function of their job, absent undue hardship.

ESSENTIAL FUNCTIONS

- Maintains positive relations with parents and other staff. Models relationship-building skills (including Listen First) in all interactions.
- Supervises a group of children.
- Plans and implements program activities that are culturally relevant, developmentally appropriate and consistent with YMCA values.
- Adheres to program standards including safety and cleanliness standards.
- Attends staff meetings and trainings.
- Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
- Maintains positive relations with parents and other staff. Models relationship-building skills (including Listen First) in all interactions.

EFFECT ON END RESULT:

The effectiveness of this position can be judged by:

- **Mission Advancement:** Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.
- **Collaboration:** Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.
- **Operational Effectiveness:** Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.
- **Personal Growth:** Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

Employee Name (print)

Employee Signature

Date

Supervisor Name (print)

Supervisor Signature

Date