



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Cortland County Family YMCA Job Description

Job Title: Summer Day Camp Counselor

Reports To: _____

Employee: _____

FLSA: Seasonal Part-time Non-Exempt

Work Location: Cortland Family YMCA

Department: Summer Camp

Work Schedule: Monday-Friday/Hours Vary

A Career with a Cause:

We are welcoming: we are open to all. We are a place where you can belong and grow. **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.

Our purpose is to strengthen the foundations of communities and families through our key areas of focus: youth development, healthy living, and social responsibility. We are committed to these causes because a strong community is achieved when we invest in our children, health, neighbors, and values. Historically founded on the Christian principles of caring, honesty, respect, and responsibility; our mission is to put these principles into practice through programs that build healthy spirit, mind and body for all. We are for ALL.

General Functions:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living, and social responsibility. Under the direction of the Camp Director, the Camp Counselor is responsible for working with staff in an indoor day camp program that will meet the objectives of the Cortland County Family YMCA and will be age and ability appropriate for campers. The camp counselor is responsible for implementing arts & crafts, music & drama, games, sports & other physical activities, group activities (small and large), character development and teambuilding. The Camp Counselor assures the well-being for each participant in line with YMCA of the USA guidelines and association policies in accordance with their training.

YMCA Summer Day Camp Quality Service Theme:

By acting as role models and building lasting relationships, we make a positive difference in families' lives.

Responsibilities/Duties/Functions/Tasks:

The essential functions of this position include, but are not limited to the following:

- To supervise an assigned group of children ensuring their enjoyment and safety; be aware of safety/medical issues to eliminate accidents. This includes ensuring all campers are drinking enough fluids regularly to prevent any dehydration; assist all campers the daily organization of their belongings; handle all discipline problems in a consistent manner as they occur. Seek advice from Camp Director as needed.
- To maintain all records for the group including attendance, camper assignments to counselors, parent communications.
- To attend and be actively involved in staff training and orientation as well as monthly camp staff meetings.
- To work with other staff to develop a full recreational and educational program each session; assist in daily programming by being actively involved in arts & crafts, music & drama, games, sports, swimming, group activities (small and large), character development and teambuilding.
- To be involved in a daily swim program that includes being in the water with campers while supervising and assisting with water activities (Note: Female staff are required to wear a one-piece bathing suit).
- To assist with the supervision of the lunch period and sit with a group of campers during lunch to ensure that each camper is eating a proper lunch and drinking enough fluids to prevent dehydration and other heat related illnesses.
- Completes accident reports for all injuries or illnesses requiring first aid and turns the report into the Camp Director. Discusses incidents with parents and obtains a parent signature on the form.
- To act in a professional manner at all times including personal appearance, speech, and interaction with campers, their families, and other staff.
- To understand that you are part of a team that is responsible for a group of campers and that your activities should be implemented in such a way that your campers receive a fun, meaningful, and safe experience.
- Observes and follows all Summer Camp policies, procedures and program guidelines; follow the safety plan; maintain all day camp regulations as outlined by the New York State Department of Health.
- To be responsible for working with and assisting with the supervision of any volunteer assigned to you. To provide weekly positive feedback

and constructive criticism to the Camp Director in the form of an evaluation form.

- To be responsible for the cleanliness and organization of the camp area including the indoor room, outdoor play space, gym and gymnasium closet space.
- All other duties as assigned by the Camp Director.

Experience, Education and Qualifications:

- High school graduate with some college experience preferred but not required.
- Have prior experience working in a camp or recreational setting/environment, and supervision of children.
- Experience working with children in sports, games, music/drama, and or outdoor activities.
- Excellent organizational and communications skills both verbal and written are essential to the success of this position.
- Brings to this position maturity, responsibility and a sincere interest in working with people.
- Possess a general knowledge and understanding of YMCA, its goals, and its mission.
- Possess knowledge of various resources for programming ideas and the skills to utilize that information in program implementation.
- Possess knowledge of age appropriate activities and expectations of children ages 3 to 14.

Trainings & Certifications:

- Must complete online Bloodborne Pathogens, Hazard Communication, NYS Combating Sexual Harassment in the Workplace, Child Abuse Prevention & Awareness, Slips, Trips, & Falls, and Safety & Survival in an Active Shooter Event trainings prior to assignment to initial position.
- Must hold CPR, AED, and O2 (First Aid may be required at some branches) certifications or successfully complete no later than 30-days after employment begins.
- Must attend and complete New Employee Orientation within the first 90-days of employment.
- Must attend additional pre-camp training as assigned.

YMCA Leadership Competencies:

- **Communication & Influence:** Listens and expresses self effectively and in a way that engages, inspires, and builds commitment to the Y's cause
- **Inclusion:** Values all people for their unique talents, and takes an active role in promoting practices that support diversity, inclusion, and global work, as well as cultural competence
- **Program/Project Management:** Ensures program or project goals are met and intended impact occurs

Physical Demands:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Prolonged periods of standing and frequent bending.
- Must be able to lift up to 50 pounds at a time.
- Will be exposed to illness-causing bacteria and viruses.
- Must have basic swim abilities which include: swimming at least 4 lengths of the pool (100 yards) and tread water for a minimum of 3 minutes.

Work Environment:

This job operates in a recreational and/or educational environment. This role routinely uses standard recreation and/or office equipment. At times, employees may be exposed to undesirable working conditions, communicable infectious diseases, and risk of injury from others. All employees are required to always follow the preventative health policies of the YMCA. The noise level in the work environment is moderate to high.

Americans with Disabilities Specifications:

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.

Acceptance and Acknowledgement Sign Off:

This position is not a contract. The Cortland County Family YMCA reserves the right to change this position description as necessary. The employee is expected to adhere to all YMCA policies and act as a role model in the adherence to the association policies.

I have read and understand the position description for the School Age Childcare Head of Group position, expected work schedule, and rate of compensation and I accept this position.

Incumbent Print Full Name

Incumbent Signature

Date

Supervisor Name, Title

Supervisor Signature

Date