

# YMCA of Catawba Valley

## Job Description

**Position:** Camp Counselor  
**Reports To:** Senior Program Director

**Branch:** Sally's YMCA  
**Classification:** Seasonal, Non-Exempt

### **General Function:**

Under the direction of the Senior Youth Development Director, or his/her designee, and consistent with the Christian mission of the YMCA and in cooperation with other YMCA staff, the group counselor will be directly responsible for the safety, supervision, leadership and guidance for a group of campers.

### **General Responsibilities**

- Build and maintain a positive environment for all campers.
- Ensure the cleanliness of the camp areas during each activity period throughout the day.
- Supervise and ensure the safety of campers. (at the Director's request on the first day of each session and certain other days one may have to arrive early or stay late for camp)
- Check group attendance and report absences to the Camp Office Manager.
- Execute lesson plans, as an integral part of the daily program, making changes, as they become necessary.
- Incorporate weekly themes into daily activities.
- Prepare and present morning devotion, song, or skit as scheduled.
- Facilitate proper group behavior in assemblies.
- Ensure proper documentation is maintained.
- Assist in providing a positive learning experience for LIT or any teen camper assigned to you, when applicable. (Branch specific)
- Assist in lifeguarding and swim with your group during group swim time. (Proper dress always required)
- Manage appropriate behavior with all children and implement the Camp's discipline policy when necessary.
- Maintain all equipment in good condition.
- Report all program changes and equipment needs to the Camp Director/ Leadership Staff.
- Attend staff meetings and scheduled activities.
- Report to the Camp Director/ Leadership Staff any difficult or unusual situations.
- Maintain responsibility of "special duty" assigned weekly.
- Complete all required training.
- Implement the camp reward system to ensure positive reinforcement for all campers.
- Maintain a positive relationship with campers, parents, co-workers, supervisors.
- Willingness to take the initiative in daily activities and programs.
- Provide guidance and awareness of camp program to other departments.
- All other duties as assigned.

### **Specific Requirements**

- Must be at least 16 years of age (minimum 18 years of age for licensed programs).
- Experience and training significant for camp programs.
- Interest in children and significant evidence of emotional maturity, good moral character, judgement, integrity and leadership capability.
- Enjoyment and appreciation of the outdoors.
- Ability to adapt to changing needs and circumstances.
- Desire to learn and apply experiences as necessary.
- Strong interpersonal skills to be able to communicate in a positive manner with member, participants and staff.
- CPR, First Aid, and Blood Borne Pathogens
- BSAC Training
- YMCA Child Abuse Training

### **Physical Requirements:**

Including, but not limited to:

Walking, stooping, carrying minimum of 50 lbs., sitting, standing, pushing, climbing, kneeling, lifting minimum of 50 lbs., and crouching.

**Safety Policy:**

The Camp Counselor will be responsible for observing the following rules.

1. No Alcohol or drugs will be used on the job at any time.
2. Report all job accidents the same day the accident happens.
3. Obtain authorization from your supervisor for all non-emergency treatments for accidents.
4. Wear seat belts at all times in company vehicles
5. Keep the area where you work clean and neat at all times.
6. Do not remove or bypass any guards on any machinery at any time.
7. Ask you supervisor when you need additional equipment or instructions to get the job done safely.
8. Lift with your legs, not your back, and get assistance with loads over 50 pounds.
9. Advise your supervisor of any hazardous conditions.
10. Follow all other written and spoken safety rules.

**Effect on End Result:**

The Camp Counselor represents the YMCA in a professional, courteous, friendly, and helpful manner to program participants. This individual will provide a safe, clean, caring environment in accordance with YMCA child care and NC Division of Child Development guidelines at all times.

**Introductory Period:**

A 30-day review will be conducted after the employee start date. The purpose of such an initial introductory period is to provide an opportunity for both the YMCA of Catawba Valley and the new employee to assess their respective satisfaction and suitability to the job.

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**Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor**

\_\_\_\_\_  
**Date**