

# YMCA of Catawba Valley

## Job Description

**Position:** Lead 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 and consistent with the Christian mission of the YMCA and in cooperation with other YMCA staff, the Leadership Staff is responsible for organizing and implementing the major segments of the day camp program and the day-to-day supervision of camp staff. The day camp program should provide each camper with the opportunity to develop physically, mentally, emotionally, spiritually, socially and cognitively.

### **General Responsibilities**

- Attend and help lead YMCA Summer Day Camp Training.
- Build and maintain an enthusiasm with fellow staff and all children.
- Manage appropriate behavior with all children and implement the camp discipline policy when necessary.
- Ensure that all pre-camp phone calls are made by staff. Assist in creating a reward system for staff that complete the task.
- Assist in running staff meetings and scheduled family nights.
- Assist in collecting all paperwork, including pre-camp phone call lists and attendance records and return them to the Office Manager.
- Ensure the staff are clocking in and out according to schedule.
- Establish daily break schedules and provide coverage for staff.
- Ensure all groups are involved in appropriate and constructive activities during field, gym and non-programmed times.
- Assist in program areas as needed.
- Provide feedback to staff by completing mid and end of year evaluations.
- Assist in distribution of lunch and snack- making sure all campers are eating.
- Assist Camp Director to ensure good relations between day camp and other department and branches.
- Greet all camp visitors in a friendly, professional manner and maintain visitor records.
- Assist in supervising rides in and out process to ensure organization and safety.
- Ensure the cleanliness of the camp throughout the day.
- Ensure the proper documentation is being done for child abuse, 1st aid, etc.
- Report problems to the Camp Director so they can be solved.
- Manage appropriate behavior with all children and implement the Camp's discipline policy when necessary.
- Maintain all equipment used in one's program segment in good order.
- Share with the Camp Director any difficult or unusual situations.
- Encourage and implement the camp reward systems.
- Encourage and support your staff and peers.
- Report all program changes and equipment needs to the Camp Director/Assistant Director.
- Maintain a positive relationship with parents, co-workers, supervisors.
- Willingness to take the initiative in daily activities and programs.
- Provide guidance and awareness of camp programs to other departments.
- Assist in planning, organizing and implementing emergency drills at least three times during the camp season to include a fire drill, and a tornado/severe weather drill, pool emergency, and lost camper drill.
- Support the YMCA mission and adhere to all the policies set forth by the YMCA and the Day Camp program.
- Attending Leadership Staff training.
- All other duties as assigned or needed.

**Specific Requirements**

- Must be at least 16 years of age (minimum 18 years of age for licensed programs).
- Assist in hiring, training, and supervising of all-Day Camp Staff.
- Assist Camp Director in pre-camp planning and duties as assigned.
- Provide leadership and management in all aspects of camp.
- Be seen on the campgrounds for the majority of the day-MBWA (management by walking around)
- Maintain a positive relationship with parents, visitors, staff and peers.
- Implement Character Development Traits in daily activities.
- Provide an enjoyable experience for each camper.
- Set a good example in promptness, manners, language, appearance and health.
- Set a good example in respect and care for all camp areas.
- 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.

\_\_\_\_\_  
**Employee**

**Date**

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

**Date**