



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## BATH AREA FAMILY YMCA JOB DESCRIPTION

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| Job Title: Summer Camp Counselor                         | Revision Date: 01/06/2022                  |
| FLSA Status: Non-Exempt                                  | Job Type: Part-Time/Seasonal (25-35 hours) |
| Reports to: School Age & Camp Director/ Summer Camp Lead | Primary Function/Department: Y Care        |
| Leadership Level: Leader                                 | Pay: \$14.00hr                             |

### **POSITION SUMMARY:**

Part-time summer camp counselors are under the direct supervision of the School Age & Camp Director and Summer Camp Leads. The Camp Counselor aids in supervising and effectively leading a group of campers in daily camp activities M-F 8:45am-4:15pm or M-F 6:15AM-9:00AM & 4:00PM-5:30PM. Camp Counselors provide a safe and nurturing environment for campers and are actively involved and have a positive attitude about all camp activities, field trips, and events.

### **OUR CULTURE:**

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **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.

### **ESSENTIAL FUNCTIONS:**

- Supervising youth and presenting positive role modeling through all interactions with program participants
- Provide opportunities for the group, so that each individual has options of success
- Assist each camper with meeting personal goals and those established by the camp for camper development
- Follow/meet program goals/rules/procedures as outlined in the State of Maine Child Care Licensing Rule Book, staff handbook, and parent handbook
- Maintain/follow established health and safety standards of the YMCA, and Dept. of Public Health.
- Adapt activities with other counselors and follow camp schedules
- Support/help with all camp activities and participate as a member of the camp staff team
- Supervise all aspects of the camper's day including i.e., assemblies, morning and afternoon activities, pool and locker rooms, lunch, and excursions
- Assist in the pool with daily swim
- Participate in all programs, excursions, family nights, trainings, and other events as assigned.
- To keep confidences, loyalties, and practice professionalism
- Extremely reliable and dependable
- Work a flexible schedule to meet program staffing/planning needs
- Exercise mature judgment and sound decision making
- Communicate effectively both orally and in writing
- Respond to and provide opportunities for discussion of individual or group problems and concerns.
- Learn, follow, and enforce local Y and national guidelines related to internal policies
- Be responsible for site issues, conflicts, and resolutions
- Must be proactive, self-sufficient, and highly motivated
- Presently engaged, mentally and physically
- Demonstrate/teach the values of caring, honesty, respect, and responsibility to all campers and staff
- Complete other duties as assigned
- \*\* Essential functions may change based off staffing & program needs



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**LEADERSHIP COMPETENCIES:**

- Relationships
- Communication
- Developing others
- Inclusion

**QUALIFICATIONS:**

- Ability and experience in supervising children
- Commitment to the entire summer camp from late June-August with minimal absences
- At least 16 years of age for part-time counselors (25-35 hours a week)
- Desire and ability to work in a camp setting
- Great role model, high integrity, and adaptable
- Strong communication and collaborative skills
- Positive attitude
- Experience working with children of varied ages
- Current First Aid and Adult and Child CPR certifications/Basic Water Safety/Maine Roads to Quality (Training offered in staff orientation)
- Ability to respond to common inquiries or complaints from participants and/or administration
- Ability to write reports that conform to prescribed style and format

**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- Stand; walk; sit; use hands to finger; handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl; and talk to hear.
- Stand for up to 6-8 hours.
- Regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 50 pounds.
- Noise level in the work environment is usually moderate.

**SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_

Employee's name

\_\_\_\_\_

Employee's signature

Today's date: \_\_\_\_\_