



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

JOB DESCRIPTION

Job Title: Adventure Camp Counselor
FLSA Status: Non-Exempt, Part-Time

Job Grade: Part Time \$8.50- \$10.00
Location: Pittsburg Family YMCA

Reports To: Adventure Camp Site Coordinator

POSITION SUMMARY:

An Adventure Camp Counselor provides leadership and guidance for a group of campers, ensuring a quality experience to children and parents that focuses on the Pittsburg Family YMCA Values: Honesty, Respect, Responsibility, and Caring. A Camp Counselor creates positive, nurturing relationships with children, while building cooperative relationships with parents/caregivers. Under the direction of the Site Coordinator, the Camp Counselor will be responsible for assisting with the planning, development, and implementation of program activities.

KEY RESPONSIBILITIES:

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:

1. Supervise activities of children, including but not limited to music, games, art, swimming, and outside activities
2. Plan and implement a progressive camp program, seeing to the total development of the camper mentally, physically, and spiritually.
3. Provide opportunities for development of awareness in each camper.
4. Provide an enjoyable experience for each camper.
5. Participate in the general planning of the camp program.
6. Set a good example in promptness, manners, language, appearance, and health.
7. Set a good example in respect and care for the facilities, and the outdoors.
8. Create and maintain group unity and inclusion by making everyone feel a part of the group.
9. Contact parents of campers as needed during camp to maintain good public relations.
10. Check group attendance each morning and regularly throughout the day.
11. Keep safety of campers in mind at all times. Campers are never to be left unattended.
12. Know whereabouts of the groups at all times, including early morning arrivals, bus, camp site, YMCA field trips, etc.
13. Keep all equipment in good operating condition and be responsible for returning items to their proper location.
14. Maintain required program records.
15. Attend staff meetings and in-service trainings, as required.
16. Maintain positive relations with parents, staff, and community.
17. Assist in maintaining and cleaning of assigned areas.
18. Report all program changes and equipment needs to the Site Coordinator in a prompt manner.
19. Assist other counselors when participating in activities.
20. Report to the Site Coordinator and/or Program Director any difficulties or unusual situations immediately.
21. Assuming any other duties directed by the YMCA Administration.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and or ability required.

- Ability to work with children of all ages
- Able to communicate effectively with participants, parents, and other staff
- Show initiative as well as leadership skills
- Ability to think creatively and with an open mind
- Must be able to pass a criminal background check
- Must be 18 years of age
- Physical exam and Tuberculosis Test within 30 days of employment
- Two written reference letters

On the job training requirements:

- CPR and First Aid Certification (Infant/Child/Adult) within 30 days of employment
- Child Abuse Prevention Training
- Child Development and Behavior and Guidance Training
- Orientation Training
- 16 in-service clock hours

YMCA Competencies:

It is important to note that job competencies are developed over time and represent the compilation of multiple abilities and knowledge required for success. It is also important to note that no one competency, of the 18, stands alone. Each competency is important and depends upon the other competencies to be supported and enhanced. The following have been identified for this position:

Values

- Consistently demonstrates the Y's values.
- Shows a genuine concern for the needs, feelings, and well-being of others, even under stress.
- Acts with integrity and credibility in all situations.

Inclusion

- Displays ease and comfort with people of different backgrounds, abilities, opinions, and perceptions.
- Works effectively with all members of a diverse team.
- Seeks out and includes others in order to gather new and different points of view.

Relationships

- Develops and maintains mutually beneficial relationships with volunteers, members, and colleagues at all levels of the organization.
- Puts the good of the organization ahead of personal gain or individual program.
- Welcomes opportunities to work in small communities (i.e., committees, groups, teams).

Communication

- Listens actively by asking open-ended questions.
- Verifies understanding of others' perspectives by reflecting and summarizing what is heard.
- Uses appropriate communication methods or styles to ensure the message is understood, especially by diverse audiences.
- Utilizes and interprets body language to effectively communicate intended message.

Work Environment and Physical Demands:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of his/her job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job description reflects some but not all of management’s assignment of essential functions and does not prescribe or restrict the tasks that may be assigned.

- Must be able to stand for long periods of time
- Lift items up to 30 pounds
- Carry items up to 30 pounds
- Must be able to be outside for long periods of time
- Must be physically active and able to participate in activities
- Must be able to communicate verbally with good voice projection

This job description indicates in general the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required. Other duties, responsibilities and activities may change or be assigned at any time with or without notice. This job description does not constitute a contract of employment and the Pittsburg Family YMCA may exercise its employment-at-will rights at any time.

I understand the requirements, essential functions, and job duties of this position.

Employee Name (Print):

Date:

Employee Signature:

Date:

Supervisor Signature:

Date:

The Y: We’re for youth development, healthy living, and social responsibility.