

YMCA of GREATER NEW YORK
POSITION DESCRIPTION

TITLE: Counselor – Greenkill

BRANCH: 31

SUPERVISOR: Sports Camp: Sport Camp Director and Assistant Directors
 Retreats: Retreat Program Director

FLSA STATUS: Seasonal/Non-Exempt

REVISED: March 2009

OUR MISSION

The YMCA of Greater New York is a community service organization which promotes positive values through programs that build spirit, mind and body, welcoming all people, with a focus on youth.

IN ESSENCE

The Counselor directly supervises and leads a cabin and groups of campers in daily camp activities. The Counselor leads, motivates and provides a safe camp program which fosters children's social, spiritual, physical, and intellectual growth.

If you are looking for one of the toughest jobs in the world, but also one of the most rewarding, we welcome you this summer with the YMCA.

KNOW HOW

- A minimum of 18 years of age
- Will have an understanding and knowledge of children, their behavior and development.
- Ability to work as a team member and coordinate with other directors in contributing to the goals of the program.
- Willingness to model and use age-appropriate behavior management techniques according to YMCA guidelines.
- Ability to take and give direction.
- Ability to communicate effectively with children, parents, management team, and other staff.
- Emotional maturity, flexibility, problem solving skills, and willingness to learn.
- Possess values that meet the YMCA mission; especially honesty, caring, respect and responsibility.
- Maintain guidelines and regulations set forth by ACA, State of New York and YMCA.
- Ability to maintain confidentiality regarding personal information on children, family and YMCA staff.
- Must have, or the ability to obtain: Child Abuse Prevention training, Safety & Risk Management, Employee Orientation training and other required training prior to the start of camp or no later than 30 days (with approval) after camp begins.
- Have fun!

PRINCIPLE RESPONSIBILITIES

- Supervise participants in order to ensure safety.
- Provide safe programs and environment for all participants, volunteers and staff.
- Inform the Supervisor of any camper or staff problems, concerns or issues.
- Model Camp Dress Code Policy (appearance should be neat, clean and appropriate)
- Supervise all aspects of the camper's day, including waking up, clean up, meals, rest hour, evening activities, getting ready for bed, and after hours duties as assigned.
- Facilitate programs for Retreat groups as assigned.
- Teach and assist in teaching activities as assigned.
- Maintain program equipment, supplies and areas in clean and neat manner according to the guidelines of the site/location, which includes daily inspections prior to departure and returning equipment to storage areas.

- Follow and model established guidelines in regard to safety, behavior management, parent communication and emergency procedures for each camper/staff member and report/document concerns as needed.
- Instruct campers in the proper use of equipment and supplies and report hazardous equipment/areas to Supervisor.
- Follow YMCA procedures in regard to camper and staff injuries which includes using sound judgment in determining the seriousness of injuries and treat accordingly.
- Practice safety awareness at all times (including hydration and sun protection).
- In the event of inclement weather or other emergency situation, take necessary steps to move campers to a safe location and make proper YMCA notifications.
- Know and implement emergency procedures as needed and conduct mandatory safety drills.
- Demonstrate personal maturity and responsibility.
- Submit all required paperwork.
- Learn and lead camp songs and skits. Develop new ones.
- Complete and submit all Accident/Incident Reports within established time frames.
- Accept and demonstrate the YMCA core values.
- Treat all children, parents and staff with dignity and respect.
- Follow the policy for a Drug Free Work Environment. Smoking, drinking of alcoholic beverages and the use of illegal drugs are not permitted in the YMCA, on campsite premises, or where camp activities are held.
- Attend all staff meetings and training associated with the Camp Program.
- Assist with other projects or activities as needed.

PHYSICAL AND MENTAL REQUIREMENTS

1. Ability to visibly observe children
2. Ability to lift up to 40 lbs. and transport equipment
3. Ability to project voice so participants can hear instructions.
4. Ability to stand for long periods of time
5. Ability to live and work in a variety of work environments (indoor, outdoor, noisy), cross rugged terrain and be subjected to fluctuating weather humidity/temperature/precipitation.
6. Ability to lead and demonstrate activities
7. Ability to communicate with children and parents effectively.
8. Ability to communicate effectively with participants, staff and volunteers.
9. Ability to reason, solve problems and make independent judgment and decisions.
10. Ability to demonstrate and lead activities.
11. Ability to observe and promote safety and security procedures.
12. Ability to physically and mentally respond to emergencies

MEMBER INVOLVEMENT SKILLS

- Develop relationships that promote the building of small communities.
- Recommend participation in a variety of YMCA programs.
- Support our YMCA annual campaign.
- "Mom" is our number one customer. Treat her and her children accordingly.
- Provide an environment in which valuing diversity is encouraged and the 40 Developmental Assets can be built and emphasized.

EFFECT ON END RESULT

1. Safety will be considered a first priority as demonstrated by all staff following safety policies and procedures.
2. Program participants will experience a safe and nurturing environment as evidenced by developmentally appropriate practices.
3. Participants will enjoy the program and feel positive about being involved in the YMCA.

4. Creation of a safe and nurturing environment for program participants, members, volunteers and staff.
5. A strong mission-driven Camp program with a clear commitment to character development of caring, honesty, respect, and responsibility and healthy spirit, mind and body.

Acknowledgement of Position Description

Date