



## **SUMMER DAY CAMP COUNSELOR**

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### **POSITION SUMMARY**

The position is responsible for providing leadership, ensuring safety of all participants and direct supervision of children in all planned activities.

### **ESSENTIAL FUNCTIONS**

- Provide a safe and healthy environment, both physically and emotionally, to ensure the operation of a quality Children's program.
- Ensures children are aware of rules, and daily scheduled routines
- Attend all staff meetings at the YMCA as required to meet educational requirements established, and in-service training.
- Assist in the planning and implementing of the daily activities that fit the children's needs and interests.
- Takes responsibility for the quality of the supplies, equipment and materials
- Report all suspicions of child abuse to proper authorities as required through mandated reporting.
- Make sure proper procedures are followed for sign-in/out of children on a daily basis.
- Reports all accidents to the Supervisor, and completely fills out proper health log and/or accident/incident form
- Direct or assist in the daily maintenance of the camp program areas, ensuring safety and cleanliness, reporting all maintenance needs to supervisor.
- Assume equal share of the regular housekeeping chores such as cleaning, preparing for daily activities and cleaning up after projects.
- Ensure that YMCA Core Values are evident in all activities.
- Establish a relationship with each child and know his or her present level of understanding; consider the needs of all the children and treat each child with respect and dignity.
- Work toward positive parent/staff relations.
- Completes all paperwork clearly and concisely.
- Remains up to date on emergency procedures and Greater Scranton YMCA policies.
- All other duties assigned by Management

### **JOB REQUIREMENTS**

To be successful, you must meet some education, training and experience requirements and you must be able to demonstrate some critical knowledge, skills, and physical abilities.

- Must possess current CPR and First Aid licensing (if not certified, Greater Scranton YMCA will provide)
- Must have excellent leadership skills
- Excellent communication and interpersonal skills
- Desire and ability to work with children of all ages
- Demonstrated responsibility and dependability
- Follow through actions regarding communication with all parents
- May be required to lift and carry up to 50 lbs. in various forms.
- May be required to sit, stand, or maintain physical activity for extended periods of time.
- Must exhibit patience and understanding.
- Receives and follows detailed instructions. Must be alert at all times, keeping safety in mind. Must possess acceptable hearing and visual capabilities in order to monitor environment and children's well-being.
- Must be capable of working under pressure in a somewhat disruptive environment
- Ability to work up to 40 hours weekly

### **EDUCATION, TRAINING AND EXPERIENCE**

- Must have at least two years of child care experience
- Must be at least the age of 18

**LOCATION OF INTEREST**

- Greater Scranton YMCA, Dunmore, PA

**AREAS OF INTEREST**

- Day Camp Counselor
- Lead Counselor (Group Supervisor)

**DISCLAIMERS**

- Must complete successful criminal background checks and online training
- All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. The YMCA promotes an equal employment opportunity work place which includes reasonable accommodation of otherwise qualified disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.
- This job description may not be all-inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.

**Employee Acknowledgement: I have read and agree to the entirety of this job description.**

Employee: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_