



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

SUMMER DAY CAMP COUNSELOR JOB DESCRIPTION – NORTHFIELD AREA FAMILY YMCA

Job Title: Summer Day Camp Counselor

Job Grade: 2

FLSA Status: Seasonal, Non-exempt

Revision Date: 3/29/22

Reports to: Program Director

Salary Range: \$11.00 - \$12.50/Hour

POSITION SUMMARY:

In accordance with the goals and objectives of the Northfield Area Family YMCA, all levels of camp counselors are responsible for working with youth in a wide variety of summer activities that strengthen youth imaginations and stretch their mind, body and spirit. A successful camp counselor will be an enthusiastic person who wants to spend the summer working in an outdoor camp setting with children. They must be an advocate for the Y Core Values of Caring, Honesty, Responsibility, and Respect.

ESSENTIAL FUNCTIONS:

1. Organize and lead a variety of small and large group camp activities each week both independently and with a staff team. Activities may include crafts, nature, songs, games, nature walks, swimming.
2. Maintain all safety & cleanliness guidelines and procedures at the highest level
3. Assist in maintaining accurate program records including incident reports and camper documentation
4. Build personal and meaningful relationships with participants, volunteers, parents and others and fulfill the Y's mission
5. Participates with children in opportunities to use their mind, body, spirit, both indoors and outdoors, with consideration for each child's physical and developmental capabilities
6. Actively supervises groups of children and maintains appropriate child to staff ratios
7. Be a strong role model for participants and peers
8. Follows all YMCA policies, rules, regulations, and procedure including emergency and safety procedures.
9. Promote Y membership and participation in Northfield Area Family YMCA programs, services and events

Northfield Area Family YMCA
1501 Honeylocust Drive
Northfield, MN 55057
507-645-0088

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience.

Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. Must be 16+ years old
2. Ability to work June 13 to Sept 2 (vacation days should be approved prior to employment)
3. Ability to participate in trainings prior to June 13
4. Current Adult/Child/Infant First Aid/CPR/AED certification, Child Abuse Prevention certification, and Bloodborne Pathogen certification by first day of camp (available during training)
5. Previous experience or education in working with children
6. Ability to lead, plan, organize and implement program activities
7. Ability to work with a diverse community
8. Excellent organization, communication, and administration skills

PHYSICAL DEMANDS

1. Perform all physical aspects of the position which include working with youth to include interacting with children at floor level, physical education activities such as running, jumping, etc, lifting children and equipment, and participating in outdoor activities
2. Excellent communication and customer service skills
3. Must be self-directed, motivated, and creative
4. Ability to work with diverse populations

EEO STATEMENT

The Northfield Area Family YMCA provides equal employment opportunities (EEO) to all employees and applicants for employment without regards to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Y complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy

applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absences, compensation, and training.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____