



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA JOB DESCRIPTION

Job Title: Counselor

FLSA Status: Exempt

Reports to: Village Leader

Leadership Level: Leader

Revision Date: November 2017

Primary Function: Camp Abnaki

POSITION SUMMARY:

This position supports the work of the Y, a leading non-profit committed to strengthening community through youth development, healthy living and social responsibility. This role provides cabin leadership to a group of boys ages five to sixteen, as well as plans and implements camp and village programs.

ESSENTIAL FUNCTIONS:

- Supervise and lead campers at all times in the cabin, including leading cabin clean-up, cabin activity, rest hour, cabin chat, and lights out.
- Actively supervise campers throughout the day, including during Free Time or Camper's Choice periods, Bug Duty, during meals, during cabin report/flagpole, and at any other time campers are present.
- Be a positive role model through your daily actions, and help encourage physical, spiritual, and emotional growth in campers.
- Observe camper and staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques.
- Maintain a quality program including teaching skill classes, leading evening programs, and assist in the planning & implementation of special programs.
- Encourage and support campers to be responsible for their own health and safety, including good hygiene habits (showering, tooth brushing, etc.), use of sunscreen & bug spray, adequate sleep, healthy eating habits and proper hydration.
- Communicate, supervise and work with assigned ages and skill levels and provide necessary instruction.
- Respond appropriately to aquatic and land based emergencies and situations requiring first aid.
- Live on site in the camp environment for the duration of the season.
- Live in a cabin with a group of 6-10 boys for the duration of their stay.
- Communicate any and all challenges or camper issues to the Village Leader or other appropriate members of the Leadership Team.
- Submit paperwork to Village Leader by the required deadline.
- Manage personal time off in accordance with camp policy.
- Manage behavior of campers, especially with regards to physical, emotional, and verbal abuse or bullying of others.
- Assist campers in keeping track of their belongings, including bringing lost and found to a designated location.
- Maintain a positive relationship with campers, staff, and parents.
- Care for and help to maintain equipment, supplies, facilities, and camp property.
- Be willing to perform other duties as assigned.

YMCA COMPETENCIES (Leader):

- Relationships
- Communication
- Developing Others
- Inclusion
- Innovation
- Quality Results

QUALIFICATIONS:

- Must be at least 16 years of age.
- Experience working with children ages five to sixteen, preferred.
- Ability to lead a program or skill within a small group.
- Excellent written and oral communication.
- Demonstrated patience, compassion and empathy.
- Provide certification in CPR/First Aid within 30 days of employment.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to plan, lead and participate in a range of activities in a variety of outdoor/indoor settings.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____