



## THE DENNY PRICE FAMILY YMCA JOB DESCRIPTION

POSITION TITLE: Camp/After School Counselor

DEPARTMENT: Childcare

STATUS: Part-Time

REPORTS TO: Childcare Director

### **PURPOSE OF POSITION**

The camp counselor provides the leadership for the heart of the program. Counselors working in the after school program work after school, holiday breaks, and no school fun days. Counselors working in the summer day camp program work from the week before camp begins (for training) to the end of the final week of the summer. Summer Camp counselors also attend a team building training before camp begins.

### **DUTIES AND RESPONSIBILITIES**

1. Assisting other staff members with planning and carrying out activities
2. Promotes good personal relationships
3. Teaches planned activities
4. Stays alert to any potential health or safety dangers to campers
5. Supports the childcare director in planning and leading activities and in staff training, supervision, and evaluation
6. Camp counselors are required to swim with the children and participate in activities
7. Attend field trips with children and ride on school buses
8. Involved in activities that are in the hot and cold weather
9. Greet children and parents when dropping off and picking up children
10. Responsible for cleaning toys and equipment daily
11. Discuss any issue with a parent in a calm manner and report the incident to the childcare coordinator
12. Must fill out accident reports for children if injured
13. Responsible for finding a replacement if not able to work scheduled shift
14. Must wear YMCA shirt, appropriate pants, and name badge. No facial piercing allowed. Staff are allowed to have cell phones, but not for personal use
15. The YMCA is a Christian organization. Counselors read daily devotions and pray with children
16. Required to report any child neglect or abuse.
17. Must have twenty childcare training hours annually
18. Personnel attendance policy must be followed. Please refer to Personnel Policy Article VII, Section 1 and 2.

**ESSENTIAL FUNCTIONS OF THE JOB**

1. Communicate with people at all levels in a positive way
2. Ability to work independently as well as part of a team
3. Ability to work efficiently and accurately on a computer using our software tools
4. Ability to support management and philosophies of the Denny Price Family YMCA
5. Must be extremely organized, accurate, reliable, and diligent in meeting deadlines
6. Must be able to handle multiple tasks simultaneously
7. Confidentiality is imperative, the incumbent must be mature and discrete

**QUALIFICATIONS**

1. At least 16 years old
2. CPR and First Aid certified
3. Good health and hygiene and be committed to working with staff and children from wide variety of backgrounds
4. One year of college or its equivalent. The equivalent is defined as either a camp counselor-in-training or one season's experience as a junior counselor.

**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. While performing the duties of this job, the employee is frequently required to sit; talk; or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop; kneel; or crouch. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

**SALARY RANGE**

**THIS JOB DESCRIPTION MAY NOT BE ALL INCLUSIVE AND EMPLOYEES ARE EXPECTED TO PERFORM ALL OTHER DUTIES AS ASSIGNED BY THEIR SUPERVISORS OR CEO. JOB DESCRIPTIONS AND DUTIES MAY BE MODIFIED WHEN DEEMED APPROPRIATE BY THEIR SUPERVISORS OR CEO.**

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Employee Signature

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Date

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Supervisor Signature

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Date

