



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **YMCA JOB DESCRIPTION**

Job Title: **Summer Camp Counselor**  
FLSA Status: Non-Exempt, Part-Time Hourly  
Reports to: Youth and Family Coordinator

Association: YMCA of West Central Illinois  
Branch: Quincy

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### **POSITION SUMMARY:**

Under the direction and supervision of the Youth and Family Coordinator, direct all aspects of the summer camp program, execute the daily curriculum and provide a program to foster children's social, physical, spiritual and mental growth. Responsible for programming a stimulating and safe environment for children in the program.

### **ESSENTIAL FUNCTIONS:**

1. Summer Camp Counselors should report to work a minimum of 10 minutes of a scheduled shift in required uniform.
2. Assist the Membership Director and Summer Camp Coordinator in providing and planning a quality curriculum in the camp program that takes in consideration of the needs of each child and the goals and objectives of the YMCA.
3. Be responsible for daily record keeping, fee collecting or notification, and participant adherence to all requirements.
4. Attend all departmental meetings, and other YMCA mandated meetings/trainings.
5. Direct or assist in the daily maintenance of the physical environment, including organization and sanitation at the end of each shift.
6. Attend parent conferences or parent-child events that are related to the program.
7. Continue professional development through community involvement, reading and further education.
8. Exhibit Character development/asset building as a goal in all activities.
9. Acquire accurate documentation of attendance, absentees and emergency information on each child.
10. Know the emergency procedures, rules and regulations.
11. Maintain positive and professional communication with parents.
12. Provides a quality experience for everyone, including but not limited to Health Seekers, Members, Participants, Internal Customers, Fellow Staff Members, Vendors, and others.
13. Treats everyone with respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.
14. Never leave a child alone.
15. Greets everyone by using names whenever possible and makes relationship building a number one priority.
16. Provide a positive, safe and nurturing environment for the children in the Summer Camp Program.
17. Make sure campers are in appropriate areas and supervised on all field trips.
18. Assume all other duties assigned by the Membership Director.

## **YMCA COMPETENCIES (Leader):**

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs.

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 a 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, establishes goals, clarifies tasks, plans work and actively participates in meetings, strives to meet or exceed goals and deliver a high-value experience for participants.

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.

## **QUALIFICATIONS:**

1. Understands the YMCA mission and Character Development Values.
2. Knowledge of children and their behavior and a genuine desire to work with them.
3. Experience working with children.
4. Ability to build good relationship/communication skills with adults and children.
5. Certifications: CPR and First Aid within 30 days of hire.
6. Excellent interpersonal and problem solving skills.
7. Strong communication and judgment skills.
8. Bring to this position maturity, responsibility and a sincere interest in working with families.
9. Knowledge of YMCA rules, regulations and policies.
10. Must be at least 17 years of age.
11. Possess knowledge of age appropriate activities and expectations of children ages 6 – 12 yrs.

## **PHYSICAL DEMANDS**

1. Being able to sit, stand and bend to perform appropriate tasks.
2. Be able to lift at least 25 pounds.
3. Must be able to move at an appropriate pace to respond in emergency situations.
4. Ability to move around the room to assist children and supervise them with daily activities, social interaction, physical and emotional needs.
5. Ability to interact and participate in gross motor activities with the children.

## **EFFECTS ON END RESULTS**

1. The YMCA will be recognized by the community as providing excellent service to all who walk through our doors or contact us on the phone.
2. The YMCA will effectively connect and build relationships with its members and the community, resulting in increased member enrollment and retention.
3. Consistent, superior member service and satisfaction resulting in continued growth in membership, programs and special services.
4. Offers activities which foster the development of children building on the spirit, mind and body.

5. Quality child care program that reflects a positive image and mission of the YMCA and its services to the community.
6. Positive growth and nurturing of children in the program by meeting individual development needs.
7. Creation of a warm, friendly atmosphere in which families can grow.
8. Maintain strong attendance and income.

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Employee Signature

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Date

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Supervisor Signature

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Date