 

DULUTH AREA FAMILY YMCA – JOB DESCRIPTION

Job Title: Day Camp Counselor Aide

FLSA Status: Non-Exempt

Job Type: Seasonal

Reports to: Youth Development Director

Revision Date: 2/24/22

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**Summary/Objective**Provide a safe and fun atmosphere where children can make new friends, learn new skills, and enjoy being outside.

**Our Culture**

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming**: we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

**Essential Functions**

* Provides positive leadership and guidance to children in their camp groups
* Helps implement creative and meaningful activities for your camp group
* Participates in extended care, swimming, and bus duties
* Attends and actively participates in staff meetings/trainings
* Takes responsibility for maintaining discipline in assigned groups
* Applies basic youth development principles in working with campers through communication, relationship development, respect for diversity, involvement and empowerment of youth
* Assures campers are properly supervised at all times
* Aware of and implements safety guidelines
* Participates enthusiastically in all camp activities, planning, and leading those as assigned
* Participates as a member of the camp staff team to deliver opening/closing ceremonies, theme week activities, and rainy-day activities.
* Works in collaboration with other YMCA staff to be responsible for a group of up to 30 campers throughout the day
* Develops and implements programming in one or more of the following areas: Archery, Fishing, Stream Exploration, Nature Activities, Arts and Crafts, STEM activities, Gaga Ball, Group Games, Team Building activities, and Field Games.
* Fosters an inclusive environment appreciative of differences in the workplace. Meaningfully participate in and lead efforts to support the Y’s commitment to equity and diversity

**YMCA Competencies**

Mission Advancement:

Values: Accepts and demonstrates the Y’s values. Demonstrates a desire to serve others and fulfill community needs.

Collaboration:

Inclusion: Works effectively with people of different backgrounds, abilities, opinions, and perceptions.

Relationships: Builds rapport and relates to others.

Communication: Listens for understanding and meaning; speaks and writes effectively.

Operational Effectiveness:

Decision-Making: Makes sound judgments, and transfers learning from one situation to another.

Quality Results: Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth:

Change Capacity: Demonstrates an openness to change, and seeks opportunities in the change process.

Emotional Maturity: Accurately assesses personal feelings, strengths, and limitations and how they impact relationships.

**Supervisory Responsibility**

This position does not have supervisory responsibilities.

**Work Environment**

Day Camp is held in a variety of community and Y locations. These locations include the Cook County YMCA, the Community Center and grounds, ISD 166 School and grounds, local hiking trails, the city of Grand Marais, outdoor parks, and other indoor and outdoor environments. All day camp counselor aides will encounter uneven walking conditions and a variety of weather conditions.

**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.

* Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff
* Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques
* Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques
* Visual and auditory ability to identify and respond to environmental and other hazards of the site and facilities and camper and staff behavior
* Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
* Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers
* Ability to lift up to 50 pounds
* Operates with daily exposure to the sun and heat and exposure to various animals, plants, and environmental conditions
* Occasionally sit, climb or balance, and stoop, kneel, crouch or crawl.

**Position Type/Expected Hours of Work**

The Day Camp Counselor Aide position is a seasonal position. The hours of work will be between 7:30 am and 5:30 pm, Monday – Friday.

**Travel**

Travel to different locations will generally be conducted by local bus company.

**Required Education and Experience**

* 14 years old (16 preferred).
* Able to accompany campers to main program areas, lead small and large group activities, supervise campers’ participation in structure and unstructured activities, demonstrate sensitivity to the needs of campers served, interact appropriately with campers and staff in all types of situations, appropriately model behavior and use of positive behavior management techniques.
* Able to assist campers in emergency (fire, severe weather, injury, etc.)
* Must have enthusiasm, patience’s, creativity, common sense, and a commitment to work with children and ability to build relationships with people.
* Must be able to obtain or become certified in First Aid/CPR (YMCA provides this training during the first week of staff) within 60 days of hire.
* Ability to interact with all age levels.
* Commitment of supporting principles of equal opportunity and affirmative action to achieve a diverse work environment.

**Additional Eligibility Qualifications**

The Day Camp Counselor Aide will be required to pass an employee background check.

**EEO Statement**

The Duluth Area Family YMCA (the Y) 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\_\_\_\_\_\_\_\_\_\_\_\_\_