



We build  
strong kids,  
strong families,  
strong communities.

## JOB DESCRIPTION

<b><u>TITLE:</u></b>	Day Camp Counselor - Seasonal
<b><u>REPORTS TO:</u></b>	Day Camp Site Director
<b><u>SALARY:</u></b>	\$7.50 - \$9.00
<b><u>EMPLOYMENT DATES:</u></b>	June 11- Aug 24 and required training on June 2 & 3 ** Some camps start on June 4 <sup>th</sup> **

### GENERAL FUNCTION

Under the supervision of the Site Director and Assistant Site Director, the Counselor is responsible for the supervision of 8-10 children ages 6-12. This position will also be responsible for developing positive relationships with a group of 8-10 campers in a safe environment. This position will assist in facilitating group as a whole with up to 100 campers within the ratio.

### SPECIFIC COUNSELOR ASSIGNMENTS

**Day Camp Counselor:** responsible for planning and conducting a variety of safe, fun and interesting activities.

**Sports Camp Counselor:** responsible for teaching interesting sports activities without placing emphasis on competition.

**Performing Arts Camp Counselor:** responsible for production and rehearsal of one performance per session as well as the creation of props and theater related crafts.

### JOB REQUIREMENTS

1. Minimum age: 16 years of age at time of employment.
2. Current CPR and First Aid certification by time of employment.
3. Must complete mandatory staff training sessions to be held prior to camp starting date, also any mid-summer training session.
4. Must attend the YMCA Child Abuse Training.
5. Familiarity with the Camp Manual and information received and distributed during training.

### KNOW HOW

Counselors are expected to have skills in the following areas: active listening techniques, arts and crafts, sports, games, music, story telling, environmental education, and large and small group activities. Above all, a Counselor must have a sincere and energetic desire to have a quality-oriented and consistent experience with children.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following: Regular attendance and punctuality. The Sonoma County Family YMCA reserves the right to add or delete essential job functions.

1. ATTEND all orientation/training sessions, including staff meetings and special events as scheduled.
2. UNDERSTAND and ATTEND to the needs of campers.
3. PLAN and PREPARE a variety of camp activities appropriate for ages assigned in your small group as well as camp-wide participation.
4. COMPLETE daily and weekly activity planning sheets and turn in on time to director.
5. GUIDE, DIRECT, AND PARTICIPATE with your group in activities.
6. DEVELOP group cohesiveness.

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7. ASSIST in the social, mental, and emotional development of children using values clarification techniques.
8. MAINTAIN supervision of the children in your care at all times.
9. RESPONSIBLE for the health and safety of the children under your supervision.
10. ENCOURAGE respect for personal property, camp equipment, facilities, and the natural environment.
11. SUPPORT AND ASSIST other camp personnel in all areas of program operation and development.
12. MANAGE personal time in accordance with camp policies.
13. MAINTAIN standards of conduct.

**OTHER SKILLS AND ABILITIES:**

**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 essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to handle or feel objects, tools, or controls; reach with hands and arms; and taste or smell. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, crawl, and talk or hear.

The employee must occasionally lift and/or move up to 50 lbs. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essentials functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions.

The noise level in the work environment is usually loud.

**EFFECT ON END RESULTS:**

This position has a primary impact on the YMCA Camp Program. This position will have an impact on the safety of all program participants who utilize the Summer YMCA Camp. Therefore, the effectiveness of the fulfillment of this position should be measured by:

1. YMCA campers will experience a safe and nurturing environment.
2. Meet performance standards.
3. All programs and program areas will be safe.
4. Programs will meet the needs of the Sonoma County Family YMCA community and the mission of the Sonoma County Family YMCA.

Please supply one letter of reference at the time of interview. (Employment related preferred, however, a personal reference will be acceptable if the applicant has no prior employment history.)

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