



YMCA Camp Bernie **Summer Camp Job Description**

Job Title: Overnight Camp General Counselor

Reports To: Summer Camp Director, Assistant Summer Camp and Leadership Team

Position Purpose: General Counselors are responsible for a group of children and always support the ongoing supervision of all campers throughout the camp day. General Counselors help children adjust to camp according to camp rules and safety precautions, forms cohesive groups and enjoy their activities. Counselors are a source of guidance and positive redirection to the campers. They will be responsible for the planning and delivery of the variety of activities on regular camp days and supports the efforts of the Camp Director, and Specialist in all aspects of camp activities.

Compensation: This position is paid a weekly rate of \$400. On-site room and board will be provided.

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. The Ridgewood Y offers programs and community connections that positively impact lives through youth development, healthy living and social responsibility, building spirit, mind and body for all. The Ridgewood Y is a nonprofit charitable organization that serves youth, adults, and families founded on Christian principles and committed to strengthening our northern New Jersey and Camp Bernie communities since 1902, as part of a worldwide YMCA.

Essential Job Functions:

- At all times, maintain a professional demeanor, as a representative of the YMCA.
- Supervise and keep campers focused and engaged in camp activities and responsibilities. Respond to campers needs. Encourage through positivity.
- Supervise campers in the dining hall and in a cabin setting.
- Consistently greet campers with a smile and treat them with respect and with enthusiasm.

- Lead activities and program areas during activity periods, keeping all campers engaged. Learn Camper's names.
- Assist in carrying out themes, special events, trips and all camp activities.
- Encourage camper's youth development progress.
- Help the group maintain camp cleanliness.
- Work cooperatively with all camp staff while planning camp activities.
- Perform the above responsibilities in an enthusiastic and committed manner. Do more than the minimum for campers. Treat each camper as if they are special.
- Uphold, model, teach and put the four (4) core values of the YMCA into action in all camp activities everyday: Caring, Honesty, Respect and Responsibility
- Create a positive and nurturing learning environment to instill and encourage youth development, healthy living, and social responsibility.
- Apply basic youth development principles in working with campers through communication, relationship building, respect for diversity, involvement, and empowerment of youth.
- Be aware of and always implement safety guidelines.

Safety & Supervision:

- Must attend regular staff meetings as scheduled and complete all required training.
- At all times, uphold camp safety standards. Maintain constant face counts. Will understand and practice risk management and disaster policies and procedures.
- Help maintain group control and facilitate lunchtime activities.
- Must follow all Association Aquatics Policy Guidelines.
- Take on designated assignments for aquatic activities. Help expedite arrival and departure from the pool (i.e. dressing rooms, etc.). Follow all YMCA, ACA and NJ Licensing standards and procedures to ensure the safest and best quality camp and to help maintain ACA accreditation.
- Follow all sign-in/sign-out policies and procedures. Ensure proper handling of attendance records.
- Secure and submit all incident reports to Camp Director.
- Report all immediate concerns to Camp Director or nearest supervisor.
- Use redirection to appropriate activities and positive reinforcement to commend good choices when applicable.
- Contribute to verbal and written evaluations and communications as requested by Unit Leader, Leadership Team and/or Summer Camp Coordinator.
- Participate enthusiastically in camp activities and be an engaged member of the Camp community.
- Participate as a member of the staff team to deliver and supervise evening programs, special events, overnights, and other all camp activities and camp functions.
- All other added responsibilities as requested by Administrative Staff.

Qualifications:

- Must be at least 18 years of age.
- Must submit health history record and examination form prior to first day of work.
- Must have the ability to lead activities, be a group leader, and be flexible.
- High School Diploma, college credits/degree in Education preferred.
- Basic understanding of youth development principles.
- Strong interpersonal skills and ability to communicate with all levels including staff, parents and children.
- Knowledge of hiking, canoeing, biking, archery, or high adventure activities preferred.
- Ability to facilitate learning in others and ability to supervise others.
- Ability to be creative, innovative, flexible with high energy. Ability to problem solve and take initiative that adhere to the purpose, mission and goals of the YMCA.
- Ability to relate to children and develop professional and positive relationships with youth.
- Understanding age specific characteristics of children and positive behavior management techniques.
- 1-3 years' experience leading and supervising group activities.
- Ability to work as part of a team, as a role model and take initiative to identify potential risk factors and take measures to reduce them.
- First Aid, CPR and AED certification may be required.

Physical Aspects of the Job:

- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in the event of an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Must be capable of being on your feet for long periods and be able to actively supervise children in a variety of indoor and outdoor environments. Must be capable of bending, kneeling, squatting and lifting 30 pounds. Must be able to visually account for all children in the program, whether inside or outside. Must be able to hear whistle or alarms. A clear speaking voice is needed to command control of the group.

Signature:

I have received and understand this job description.

Employee's Name: _____

Employee's Signature: _____

Today's Date (mm/dd/yy): _____

Note:

Some physical requirements of a General Counselor position could be endurance including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs; willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.