YMCA of NORTHWEST LOUISIANA

JOB DESCRIPTION

JOB TITLE: **CAMP COUNSELOR**

INCUMBENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BRANCH: BHP Billiton YMCA

SUPERVISOR: **CAMP DIRECTOR** DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Functions**

Under the direct supervision of the Camp Director, and in accordance with the Association's and Branch's policies and procedures, the Counselor provides direct supervision of a group of children in a seasonal day camp.

**Qualifications**

The Counselor must be at least 17 years old, have experience supervising children and have a background in camping or outdoor education. The Counselor must present an appearance and image consistent with the YMCA. A high school education and one year work experience is desirable. Counselors must have current Adult and Infant/Child CPR and First Aid certifications. The Counselor must be capable of maintaining harmonious relationships with staff, participants and the general public. The Counselor must promote a positive environment with children, staff, and parents. The Counselor must appreciate the needs of the children. The Counselor must be patient and enthusiastic. The Counselor must not have a criminal background.

**Job Segments**

1. Always maintains supervision of all assigned participants.
2. Assures compliance with all YMCA safety standards and takes all appropriate measures to assure safety of participants.
3. Organizes, leads and supervises activities that are culturally relevant and developmentally appropriate as assigned by supervisor.
4. Maintains safety and cleanliness standards.
5. Attends staff meetings and trainings.
6. Sets up, takes down and properly stores all YMCA equipment and supplies used by group.
7. Greets parents of assigned group upon arrival and pickup and solicits feedback.
8. Maintains positive relations with parents and other staff.
9. Recruits participants whenever possible
10. Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
11. Enforces all Association and Branch Policies.
12. Completes all other duties assigned by supervisor.

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Incumbent Date Supervisor Date