



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: Counselor

Department: Overnight & Day Camp

Supervisor: Village Director/Day Camp Director

Camp Sloane YMCA is a 90+ year-old independent, non-profit charitable overnight and day camp. Camp Sloane YMCA is a member organization of the YMCA of the USA, licensed as a Youth Camp by the State of Connecticut and accredited by the American Camp Association. Our mission is to put Judeo-Christian principles into practices through programs that build healthy spirit, mind and body for all. Our campers come from the New York City metropolitan area and beyond, and represent a large diversity in socio-economic, religious, racial and ethnic background. Our staff members pride themselves on being positive role models whom our campers will remember for the rest of their lives.

Job Description:

The counselor is responsible for managing the day-to-day safety and well-being of the campers in their care. Their primary job will be to guide the camp experience of the (up to) 7 campers in their tent. As a tent counselor, you will report to your village director. Secondly, the counselor will also instruct activities within one of the program activity areas (or day camp). Instructors must be able to teach at the beginner, intermediate, and/or advanced level. As an activity instructor, you will report to the Activity or Day Camp Director. Whether in your role as a tent counselor or activity instructor, your primary concern is effective supervision of the children in your care.

Requirements:

1. Minimum 18 years of age, high school graduate or GED
2. Completed at least first year as a degree-seeking student at an accredited, post-secondary institution of higher learning. If pursuing a gap year, will need to provide a substantive activity plan for the gap program.
3. Current students must be in good academic and disciplinary standing
4. Ability to instruct a variety of activities in designated program activity area.
5. Physical and mental endurance to respond or assist in responding during an emergency
6. Ability to lift 50 lbs.

7. Can work long days (12-16 hours) involving significant amounts of physical labor (standing, walking, lifting, carrying, climbing, using tools, etc.)
8. Must be comfortable working out of doors for more than 5 hours a day in a variety of summer weather conditions
9. Can communicate effectively with people of all ages, genders, and backgrounds (including racial, national, ethnic, sexual orientation, and socioeconomic)
10. Positive references and background check.
11. Willingness to live in a platform tent with up to 7 campers for the duration of the season (up to 10 weeks) from mid-June to mid-August (dates depend on particular year).

Preferred:

1. First Aid and CPR Certified
2. Some experience working with children

Experience:

1. Experience in designated program activity area. For example, this could be collegiate or high school level athletics, recreational climbing, private equestrian experience, etc. Preference will be given to applicants with certifications and/or documented experience.
2. Are capable of performing the skills required in program activity area at an intermediate level.

Responsibilities:

- Supervise and guide a group of campers to ensure a positive and nurturing camp experience for each participant.
- Guard campers' safety and welfare at all times. Maintain concern with the total camp experience of each of your campers: camper's health, cleanliness, dressing properly for the weather, eating, hygiene and rest.
- Plan, organize, and implement age-appropriate activities.
- Attend and complete all staff paperwork and trainings.
- Work cooperatively with other staff.
- Keep attendance and maintain a constant count of campers.
- Acquaint campers with rules, activities, daily schedules, and traditions of camp.
- Ensure all equipment and supplies are properly used and maintained.
- Participate and assist in all camp activities.
- Follow pre-planned schedules and arrive on time to set activities.
- Plan and implement rainy day programming.
- Report all injuries immediately and fill out appropriate forms.
- Use the Behavior and Disciplinary Action Plan when correcting a camper.
- Complete all forms for a criminal record report and background check.
- Assist in meeting and maintaining YMCA, State, and ACA camping standards.

Leadership Competencies:

Mission Advancement: Accepts and demonstrates YMCA core values. Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Demonstrates a desire to serve others and fulfill community needs.

Collaboration: Seeks first to understand the other person's point of view, and remains calm in challenging situations. Builds rapport and relates well to others. Takes initiative to assist in developing others.

Operational Effectiveness: Strives to meet or exceed goals and deliver a high-value experience for members. Embraces new approaches and discovers ideas to create a better member experience. Makes sound judgments, and transfers learning from one situation to another.

Personal Growth: Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Demonstrates an openness to change, and seeks opportunities in the change process.

Essential Job Functions

Maintain the Safety of all Participants

- a. Make decisions in conjunction with your immediate supervisor to determine whether or not safe conditions exist for programming (can be affected by weather, emergencies, or staffing ratios)
- b. Report any issues to your supervisor as they occur whether it is camper or equipment related
- c. Ensure that all program equipment is in good condition and ready for participant use – this is part of the daily inspection
 - i. Immediately report any problems to supervisor
- d. Establish a culture of safety by leading by example and reacting immediately to any unsafe practices by campers and/or staff

II. Provide High Quality Programming

- a. Assist in providing a high quality program for campers in designated activity area
- b. Ensure that there are sufficient resources for each camper to participate fully in all activities
- c. Be available as a resource for campers
- d. Constantly monitor campers and provide necessary feedback to improve their skills
- e. Assist in establishing criteria for acknowledgements of camper achievement by session and be prepared to recognize these achievements
- f. Be willing to accept constructive criticism and learn from your experience during the summer in order to improve progressively as an instructor
- g. Be on time to your activity
- h. Maintain a professional demeanor at all times when dealing with campers, parents and staff

- i. Operate your program within the standards as set forth by YMCA of the USA , the State of CT and ACA
- III. Maintain Activity Program Areas**
- a. Assist in daily, weekly and monthly inspections of program areas and equipment and report any potential problems to supervisor immediately
 - b. Learn to spot damaged equipment so that it will not be used by staff or participants
 - c. Make supervisor(s) aware of damaged equipment and/or dwindling supplies with ample time for them to replace/reorder
 - d. Assist in keeping the program storage areas/ sheds and associated equipment stored properly and in a neat and tidy manner
 - e. Log all incidents (even minor ones) using the incident reporting system and be sure to inform your immediate supervisor regarding the incident
 - f. Assist as necessary with the maintenance of other program areas and equipment
 - g. Develop a positive working relationship with peers, supervisors and directors based on mutual respect
- IV. Be an Effective and Impactful Tent Counselor**
- a. Be a role model for campers
 - i. Model the four character values of Caring, Honesty, Respect, and Responsibility
 - ii. Be on time and ensure that your campers are on time to all tent activities, village activities, and camp-wide events
 - iii. Prevent negative or inappropriate influences from being a part of campers' time at Camp Sloane (i.e. mature language/discussions, illicit materials, nicotine products, etc.)
 - b. Fulfill your duty to maintain the emotional and physical safety of campers in your care at all times
 - c. Facilitate the creation of friendships amongst cabinmates
 - d. Run evening vespers each night with the tent, either alone or in conjunction with a co-counselor or CIT
 - e. Actively supervise campers and stop any dangerous behavior immediately
 - i. Supervise by involvement – remain actively involved in camper activities
 - f. Monitor, at all times, the well-being of campers whether there may be a physical issue like sunburn or poison ivy or an emotional problem like homesickness, exclusion or bullying
 - g. Understand fully that you are *en loco parentis* – literally meaning “in place of parent” – you must be comfortable assuming the role of caretaker and primary care provider for the campers in your tent and/or activity
 - h. Be an effective contributor to your village as you work with your Village Directors and peers to provide a positive environment for the campers in the village
 - i. Enforce the rules of camp evenly and fairly to all campers

Be prepared to accept additional responsibilities as deemed necessary by the Camp Directors and/or the Executive Director.

Camp Sloane YMCA reserves the right to change this job description as conditions change.

By signing your staff agreement, you acknowledge that you have read this job description thoroughly, and that you are both able and willing to fulfill the requirements of the position enumerated above.