



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BOOTHBAY REGION YMCA JOB DESCRIPTION

Job Title: **Assistant Counselor**

Department: **Camp**

Job Status: **Seasonal**

Revision Date: **September 2020**

Reports to: **Lead Counselor/Camp Director**

POSITION SUMMARY:

Assistant Counselors shall be responsible for implementing high quality, camper-focused activities during down time and transition time under the supervision of a Lead Counselor to help perform all duties relative to the design and coordination of all campers, camp staff, and special events related to Camp Knickerbocker.

JOB RESPONSIBILITIES:

- Aids in the coordination and supervision of their designated pod (Alpha, Bravo, Charlie, Delta, Echo, Foxtrot).
- Offers a high quality support system for campers and fellow staff that promote youth development, healthy living and social responsibility.
- Provides a positive environment for all participants and actively encourages participation to ensure growth and development.
- Maintains YMCA or national certifications. They include but are not limited to CPR/AED/First Aid through the American Red Cross.
- Support the YMCA mission through staff team support.
- Maintains a positive relationship with other staff members that will support the philosophy and safety of all campers.
- Record and maintain appropriate records for injuries/incidents.
- Works directly with campers and foster a healthy and positive relationship with them.
- Helps put together end of session packets for each camper (patches of level completion, etc.) if needed.
- Works directly with supervisor to learn how to become a leader—asks questions and volunteers to help out when a situation comes up that might need extra attention.
- Is seen as a role model to both campers and other staff alike.
- Walks groups of children from program area to program area and ensures the safety of all campers.
- Understands and identifies camper behaviors that might need special attention (homesickness, bullying, or overall negative behavior).
- Understands and knows what each emergency color code means and where the safe meeting spots are. Is able to effectively and safely get campers to said emergency meeting spot.
- Engages children with songs, games and activities when needed.
- Helps supervise and organize during camp kapers.
- Assist in maintaining accurate program records including incident/accident reports, logbook documentation and daily attendance.

JOB QUALIFICATIONS:

- Excellent public relations skills and communication skills.
- Maintains skills and certifications necessary to meet the job requirements.
- Ability to respond to safety and emergency situations.
- Completes all related online trainings assigned through the Redwoods Institute and Camp Director.
- Must be 18+ years of age.

PHYSICAL DEMANDS

- Must have the physical ability to lead and participate in camp activities which include but are not limited to: hiking, canoeing and swimming, team building initiatives, building campfires, physical games and activities.
- Must work in conditions that create dirt and dust.
- Perform essential program support to camp activities and programs which may include but are not limited to: semi-reaching to full-reach overhead, crouching, kneeling, working in narrow/confining spaces, twisting at the waist, and general physical activity.
- Must have the ability to physically manage and support children when needed for safety in general camp activities (child weighing 50-200 pounds).
- If applicable, pass lifeguard course and perform all skills required to be a lifeguard.

I have read and understand the duties and responsibilities of the Assistant Counselor position and agree to abide by the spirit and intent of this job description.

Assistant Counselor

Camp Director

Date

Date