



## **JOB DESCRIPTION**

### **YMCA OF METROPOLITAN LOS ANGELES**

Job Title: Day Camp Counselor (exempt)  
FLSA Status: Non Exempt  
Status: Part-Time  
Competency Level: Leader

Reports To:  
Job Grade:  
Start Date:

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#### **POSITION SUMMARY**

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living, and social responsibility. The Day Camp Counselor, within a license-exempt day camp program, develops positive, nurturing relationships with campers while building cooperative relationships with parents/caregivers. Promotes and supports the potential of all youth in programs and facilitates peer-to-peer connections as part of the overall program experience. Provides direction for the campers in the program. Provides a quality experience to campers and parents that focuses on building achievement and belonging in youth and relationships among youth and within families.

#### **MINIMUM QUALIFICATIONS**

- **AGE:** Eighteen years or older
  - **EDUCATION:** High School Diploma or equivalent
  - **RELATED EXPERIENCE:** Experience working with school-age campers in a camp setting (preferred).
  - **SPECIALIZED SKILLS:** Strong character values, communication skills, emotional maturity
- QUALIFICATIONS:** Current First Aid, Adult, Infant and Child CPR Certifications (preferred). TB Test and health screen may be required based on school requirements. Attend 100% of the pre-season training.

#### **YMCA COMPETENCIES (Leader):**

Relationships, Communication, Developing Others, Inclusion, Quality Results, Project Management, Functional Expertise

#### **ESSENTIAL FUNCTIONS**

1. Nurtures campers through purposeful programming dedicated to building achievement and belonging in youth and relationships among youth and within families.
2. Maintains close visual supervision of a group of assigned campers in a weekly session and in alignment with program ratios set by the YMCA.
3. No child is left unsupervised or staff alone with a child at any time.
4. Help campers manage behavior using a positive approach, including proactive strategies, redirection and using constructive discipline with natural and logical consequences.
5. Actively supports the YMCA is committed to inclusion and compliance with the American with Disabilities Act (ADA) where appropriate.
6. Planning, preparation and leading weekly day camp activities with an emphasis of the outdoor environment, developmentally appropriate, culturally relevant, and within the guidelines of the YMCA's program standards.



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7. Adheres to program standards including safety and cleanliness standards, maintains site and equipment, and maintains required program records in accordance YMCA expectations.
8. Makes ongoing, observations of each child. Communicates with supervisor regarding child's development.
9. Cultivates positive relationships and maintains effective communication with parents. Engages parents as volunteers and connects them to the YMCA.
10. Attends and participates in family events, program activities, staff meetings and trainings.
11. Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies. Follows reporting procedures and proactively responds to situations to ensure a safe environment for all involved.
12. Understands and complies with current federal, state, local regulations, American Camping Association (ACA) standards, and YMCA policies and procedures at all times.
13. Maintains positive relationship with parents, other YMCA team members and community partners. Models relationship-building skills (including Listen First) in all interactions.
14. All other duties as assigned by your supervisor.

#### **WORK ENVIRONMENT/MINIMUM PHYSICAL REQUIREMENTS**

- You must have the physical, visual, and auditory ability to perform the essential functions of the job with or without reasonable accommodations.
- Ability to plan, lead, and participate in activities.
- Job is performed in indoor as well as outdoor environments throughout the year.
- Job does include water-related activities.
- Ability to lift 30-35lbs

#### **ACKNOWLEDGEMENT**

*This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.*

*The employment of all Association employees is at-will. This means that either the employee or the Association may terminate the employment relationship at any time, for any reason, with or without cause or advance notice. This Policy of at-will employment only can be changed by an express written agreement signed by the CEO.*

*I understand that as a representative of the Association I will be expected to model the highest standards of behavior and performance in my position. In that regard, I understand and agree that I will comply with all policies and procedures that are applicable to me and/or to my job position, including, but not limited to, the Employee Handbook.*

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Employee Name (printed)



Employee Signature

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Date