



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Princeton Family YMCA JOB DESCRIPTION

**POSITION TITLE:** Summer Camp Counselor

**CLASSIFICATION:** Part-time, Non-exempt

**REPORTS TO:** Camp Director/Senior Program Director

### **General Function:**

Under the direction of the Camp Director and/or Senior Program Director, the Summer Camp Counselor oversees the daily operations at a designated Princeton YMCA Summer Camp program and ensures the successful delivery of the program. Working closely with the Director, s/he will work collaboratively with the staff team and volunteers to implement an appropriate daily schedule that advances the program goals.

### **Principal Activities:**

- Supervises groups of children and leads staff when applicable
- Plans and implements activities in conjunction with the Director that are culturally relevant, developmentally appropriate and consistent with YMCA Core Values
- Create and maintain a fun environment for children to work and play productively and comfortably, and have full access to all necessary materials
- Demonstrate leadership and be a positive influence and role model to colleagues and staff
- Assist Director in the opening and closing of the site on a daily basis
- Assume care duties at the absence of the Director or other staff members
- Communicate issues related to campers to Director
- Supervise volunteers in partnership with Director when applicable
- With Site Director, support parent/family communication and follow-up
- Participate in all staff meetings
- Supervise and manage daily lunch time and snack time
- Maintain and track supplies for programs and activities including equipment and program supplies; administrative supplies; and first aid equipment etc.
- Maintain rosters and attendance records and assure accurate record-keeping
- Implement safety measures/regulations in compliance with the Princeton YMCA and the American Camping Association
- Ensure implementation of the health and safety policies that pertain to program participants and staff at all times, including follow through on all incident reports and document filing
- Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
- Support efforts of promotion and publicity of all YMCA programs
- Ensure that all Emergency Procedures are carried out in accordance with Princeton Family YMCA/YWCA procedures
- Ensure that program provides a positive image of the YMCA within the community, in accordance with the mission and philosophy of the Princeton Family YMCA
- Other duties as assigned

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

**Mission Advancement:** Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

**Collaboration:** Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

**Operational Effectiveness:** Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

**Personal Growth:** Pursues self-development that enhances job performance. Demonstrates an openness to change and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

## **Minimum Qualifications:**

- Must be over 16 years of age
- Experience with children in school, after school, or camp setting preferred
- Sound judgment, ability to prioritize and be self-directed, and work independently
- Ability to work flexibly with a collaborative team of staff members and volunteers
- Ability to maintain systems for accurate record keeping; ability to enter data and/or word process
- Must be willing to work with all persons without regard to race, religion, ethnic origin, sexual orientation, socioeconomic status or disability
- Ability to operate various types of office equipment when needed
- Positive, "can do" attitude which is demonstrated by a willingness to pitch in and help wherever needed as well as an ability to anticipate what is needed
- Must be committed to the goals and objectives of the Princeton Family YMCA programs
- Must be willing to fulfill responsibilities in accordance with YMCA standards and best practices

## **About the Princeton YMCA Summer Camp Program**

In YMCA Summer Camp, children gain experiences that nurture their growth and build positive values. Parents are able to work without worry, knowing their children are safe and well cared for. Each family is strengthened through participation in YMCA programs that build spirit, mind and body. The Princeton Family YMCA's program provides children age 4-15 a safe, secure environment in which to grow and learn. The YMCA's program features a variety of age-appropriate activities that are imaginative, enriching and fun, such as learning new languages, practicing conflict resolution among peers, and participating in community service projects. A daily snack is provided.

## **Hours & Compensation:**

Working hours are typically held Monday-Friday in the time frame of 7:30am-6:00pm. Most weeks will be between 30-40 hours per week, more hours may be required if needed.

COMPENSATION: \$11.00-\$13.00/hr DOQ

**Effect on End Result:**

The Summer Camp Counselor will ensure that the Princeton Family YMCA’s program establishes and maintains a level of excellence in areas of quality, creativity and visibility in all areas, and support the goals and priorities of the Princeton Family YMCA. The program will work to benefit participants and will provide a positive image of the YMCA within the community, in accordance with the mission and philosophy of the Princeton Family YMCA.

**Agreement**

I have read the job description and the principle activities it outlines for the Camp Counselor position at the Princeton Family YMCA.

\_\_\_\_\_  
Camp Counselor Date

\_\_\_\_\_  
Camp Director Date