



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## RESIDENT CAMP COUNSELOR

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**Job Title:** Resident Camp Counselor  
**Incumbent:**  
**Supervisor:** Camp Director  
**Date:** December 2011

**Association:** Peninsula Metropolitan YMCA  
**Branch:** Camp Kekoka  
**Department:** Day Camp  
**Job Grade:** Grade

### **General Function:**

Under the general supervision of the Camp Director, the Summer Camp Counselor shall be responsible for living with a cabin group of 10-12 children and carry full 24-hour supervision of those children. Follow all camp policies and schedules, teach and lead activities, know and enforce safety rules, care for camp equipment and facilities, work well in a team, and set a positive role model example for children to follow. The Summer Camp Counselor shall lead the campers in their care in a safe and respectful manner through approved games, activities, special events, arts and crafts, and field trips while fostering the four core values of the YMCA: Caring, Honesty, Respect, and Responsibility. The Summer Camp Counselor shall assist the Camp Director in planning games, and activities, that promote the healthy spirit, mind, and body of the campers we serve.

### **Qualifications:**

1. Minimum of 18 years of age.
2. High School diploma or equivalent required.
3. One year experience working with children in a supervised setting preferred.
4. Proof of a negative TB test within the last 2 years.
5. Certification in CPR/First Aid/AED/O2 required.
6. Medication Administration Training (MAT) Certification may be required upon hiring. Training will be provided upon hiring.
7. Satisfactory completion of a criminal background check, sex offender registry check, and child protective services check.

### **Principal Activities:**

1. Cabin supervision - Assume full responsibility for a group of 10-12 children on a 24-hr. basis.
2. Safety - Must be continually safety conscious. Following all the rules of camp and employing conservative judgment to ensure the safety of all participants. Personal example - the most powerful 'tool' of camp staff is the lifestyle they live and lead in front of our campers. We expect the highest personal standards to be modeled to our children.
3. Teamwork - Work effectively and cooperatively with team of other camp counselors and directors.
4. Activity leadership - Ability to lead several camp activities. Employ good teaching and leadership techniques. Take responsibility for the equipment and develop rules and procedures for that activity. Ability to adequately observe participant activities, enforces safety regulations, and applies appropriate policies and procedures.
5. Support the mission, vision and goals of the YMCA.
6. Promote character development and the values of caring, honesty, respect and responsibility in the Camp program and by modeling appropriate behavior.
7. Follow closely the policies and guidelines set forth by the Peninsula Metropolitan YMCA and Camp Kekoka.
8. Maintain a positive and respectful manner of communication with campers and Camp Director.
9. Promote the mission of the Peninsula Metropolitan YMCA.
10. Carry out other related duties as deemed necessary by the Summer Camp Director and branch administration to assure the overall success of the program and safety of the children and staff.

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**STRENGTHENING FAMILIES AND COMMUNITIES**

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### **YMCA Competencies (Leader):**

**Mission Advancement:** Accepts and demonstrates the Y's 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.

### **Skills And Ability Requirements:**

1. Ability to communicate and work with assigned ages and skill levels and provide necessary instruction to campers.
2. Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques.
3. Visual and auditory ability to identify and respond to environmental and other hazards related to assigned activities.
4. Physical ability to respond appropriately to emergencies and those situations requiring first aid.
5. Physical strength and endurance required to maintain constant supervision of campers.
6. Employee must occasionally lift and/or move up to 25 pounds.

### **Effect On End Results:**

1. The campers are safe and enjoy a fun, caring, encouraging environment.
2. A positive image of the YMCA is portrayed to the campers.
3. Growth in the number of individuals and volunteers participating in programs.
4. Commitment to quality.
5. A counselor that is consistent and properly trained with a commitment to the mission of the YMCA.
6. Continued personal and professional growth and experience that will last a lifetime.

This job description is not intended to be all-inclusive. It is understood that the employee will also perform other reasonably related business duties if requested by the supervisor. Job descriptions are reviewed periodically and may be revised if deemed necessary. This job description is not a written or implied contract.

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