

YMCA of Southern Nevada
Job Description

JOB TITLE: Summer Camp Counselor I & II **DEPARTMENT:** Youth & Family
SUPERVISOR: Youth & Family Director **LOCATION:** All Branches
WAGE RANGE: \$6.63-\$8.89 per hour **APPLY BY:** April 1, 2008
OPEN SHIFTS: Mon. – Fri. 7:00 AM – 6:00 PM

GENERAL FUNCTION: Under the direction of the Youth & Family Director and/or Coordinator the position supervises groups of children and implements YMCA activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- (1) **LEADS** and **PARTICIPATES** in-group activities and **PERFORMS** related skills.
- (2) **FOLLOWS** specific YMCA Camp Standard Operating Procedures.
- (3) **IMPLEMENTS** program activities and special events.
- (4) **PROMOTES** and **EMBRACES** Character Development in curriculum.
- (5) **ASSISTS** with general building supervision; **REPORTS** problems/concerns to supervisor.
- (6) **SERVES** as a positive role model for program participants.
- (7) **BUILDS** and **MAINTAINS** a high standard of member service for all program participants.
- (8) **PROMOTES** safety as an overriding objective in all programming efforts.
- (9) **PERFORM** all other duties as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED); or one to three months' related experience and/or training.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situation.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Current American Red Cross Certifications in:
 - CPR for the Professional Rescuer (includes AED)
 - First Aid

OTHER SKILLS and ABILITIES:

- Strong skills in: Communication, leadership, judgment, and creativity
- Working knowledge of YMCA policy and camp organization.
- Visual and auditory ability to respond to critical incidents and the physical ability to act swiftly in an emergency situation.
- Ability to adequately observe participant activities, enforce safety regulations, and apply appropriate management techniques.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk and use hands to finger, handle, or feel objects, tools, or controls.
- The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee frequently works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions.
- The noise level in the work environment is usually moderate.

END RESULT:

- (1) Provide safe, secure and educational camping experience to membership to enhance the image of the YMCA in the community.
- (2) Impact the overall effectiveness of the association's implementation of the YMCA mission.
- (3) Provide membership with ongoing availability of services, programs and leadership in the sports and recreation area thus helping the association to achieve higher levels of membership retention.

We understand and mutually accept that the above description and supplement represent our agreements as to the job to be performed.

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