



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## OLEC SUMMER DAY CAMP

### ACTIVITY COUNSELOR JOB DESCRIPTION 2023

Job Title: **Activity Counselor**  
FLSA Status: Seasonal Summer Staff  
Status: F/T Seasonal  
Reports to: Abby Fuller, Camp Director of OLEC

Job Code:  
Job Grade:  
Department: OLEC  
Revision Date: June 06, 2023

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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. Provides direct supervision of a group of children in a seasonal day camp. Creates positive, nurturing relationships with children, 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 camp experience.

#### MISSION:

The Auburn-Lewiston YMCA is a character-building organization dedicated to strengthening Christian principles of **Caring, Honesty, Respect** and **Responsibility** through programs that will build a healthy spirit, mind and body for all.

#### ESSENTIAL FUNCTIONS:

1. Plans, organizes, implements and directs scheduled program activities that are culturally relevant, developmentally appropriate and consistent with YMCA values.
2. Adheres to program standards including safety and cleanliness standards.
3. Inventory program supplies for program area and report any needs to camp administration.
4. Attends staff meetings and trainings.
5. Step in to assist counselors in group leadership & supervision when not in scheduled activity area.
6. Assist in the planning of assigned theme weeks/days, field trips and family events.
7. Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
8. Cultivates positive relationships and maintains effective communication with parents, children and other staff. Models relationship-building skills in all interactions.
9. Understand, accept and incorporate the Y's Core Values of Caring, Honesty, Respect and Responsibility.
10. Performs 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.

## YMCA JOB DESCRIPTION FOR ACTIVITY LEADER

**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.

### QUALIFICATIONS:

1. High school graduate or equivalent; one year or more of college preferred.
2. Previous experience working with children preferably in a day camp setting
3. Experience preferred in one or more of the following areas: outdoor living, environmental studies, archery, sports, team building, low ropes courses, cooperative games, skits and camp songs. Certifications in certain program areas are welcomed.
4. At least 18 years of age.
5. CPR, First Aid, AED certifications and Child Abuse Prevention training within 30 days of hire date.
6. Previous experience with diverse populations preferred.

### WORK ENVIRONMENT & 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.
- Ability to plan, lead and participate in a range of activities in a variety of outdoor/indoor settings.
- Ability to lift and carry at least 30 pounds.
- Ability to active and involved in camp activities for extended periods of time while demonstrating physical stamina and agility. Counselors will be required to transverse hilly terrain and will be exposed to all elements in an outdoor day camp setting.

### SIGNATURE:

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_