



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

RED WING YMCA JOB DESCRIPTION

Job Title: Camp Pepin Assistant Counselor

FLSA Status: Seasonal

Leadership Level: Leader

Reports to: Camp Pepin Director

Revision Date: 2/1/23

POSITION SUMMARY:

Camp Pepin Assistant Counselors serve as additional support to the Resident Counselors, the primary caregivers for each camper. An Assistant Counselor is responsible for assisting in planning, teaching, coordinating, and carrying out activities and guiding campers in their personal growth and daily living skills.

ESSENTIAL FUNCTIONS:

1. Assists in the direction, supervision, and organization of campers in their living unit, within activities, and throughout the camp in order to meet the intended camper outcomes.
2. Applies basic youth development principles in working with campers through communication, relationship development, respect for diversity, involvement, and empowerment of youth.
3. Assures campers are properly supervised at all times.
4. Demonstrates awareness of and implements safety guidelines.
5. Fosters an inclusive environment appreciative of differences in the workplace. Meaningfully participate in and lead efforts to support the Y's commitment to equity and diversity.

YMCA COMPETENCIES (Leader):

Mission Advancement:

Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs.

Collaboration:

Works effectively with people of different backgrounds, abilities, opinions, and perceptions. 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.

Personal Growth:

Pursues self-development that enhances job performance. Demonstrates and openness to change, and seeks opportunities in the change process. 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.

EXPECTED HOURS OF WORK

The expected hours for the Camp Pepin Assistant Counselor will be midmorning Sundays through Friday evenings. Assistant Counselors will be with children and onsite 24 hours a day when camp is in operation. There are times when counselors will be off or away from children when camp is in session, though this will be scheduled by the camp director.

WORK ENVIRONMENT AND 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.

- Visual/auditory ability to identify/respond to environmental and other hazards related to the activity
- Physical ability to respond appropriately to situations requiring first aid; must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers
- Some physical requirements of an Assistant Counselor position could be endurance including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs; willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, bats, etc.

TRAVEL

Camp Pepin Assistant Counselors will not be allowed to drive Camp's vehicles. If Assistant Counselors are under 18 years old, a parent/guardian must provide permission to travel with other staff members when not on duty.

QUALIFICATIONS:

1. Must be at least 16 years of age.
2. Must be able to obtain or become certified in First Aid/CPR (camp will provide certification).
3. Preferred if staff will obtain or become Lifeguard Certified (camp will provide certification).
4. Ability to schedule and supervise children.
5. Desire and ability to work with children outdoors.
6. Ability to interact with all age levels.
7. Ability to relate to youth and adults in a positive manner.
8. Demonstrate knowledge and skill in program areas designated camp program areas.
9. Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
10. Ability to observe camper behavior, assess its appropriateness, enforce safety regulations and emergency procedures, and apply behavior-management techniques.
11. Ability to pass a background check and, if necessary, a motor vehicle check to ensure proper license and driving record.

AAP/EEO STATEMENT

The Red Wing Area Family YMCA (the Y) provides equal employment opportunities (EEO) to all employees and applicants for employment with regards to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Y complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

SIGNATURES

This job description has been approved by all levels of management.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____