



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF THE NORTHWOODS

Job Title: Summer Day Camp Lead Counselor

FLSA Status: Non-Exempt

Revision Date: 2/13/2023

POSITION SUMMARY:

Under the direction of the Program Director or Executive in charge, the Summer Day Camp Lead Counselor, in harmony with the Christian nature and Mission of the YMCA shall be responsible for the academic, social-emotional growth and development, and well-being of children under their specific care. The role of the Summer Day Camp Lead Counselor is to build relationships with and between; staff, members, volunteers, program participants and the communities the YMCA serves.

ESSENTIAL FUNCTIONS:

1. On an on-going basis plan, conduct and evaluate daily program of developmentally appropriate activities and learning experiences for children. Create opportunities to meet the changing needs of the developing child.
2. Provide frequent, positive and warm interaction with children. Utilize positive guidance techniques which promote self-esteem and personal growth for children.
3. Maintain developmentally appropriate environment that is safe, neat and inviting.
4. Adhere to all DCF 252 Licensing Rules for Wisconsin guidelines
5. Maintain effective parent relations by daily communications and ongoing documentation about child's development in the program.
6. Act as a mandated reporter and conduct daily on-going health evaluations of children to ensure safety and well-being of each child, reporting conditions that require attention.
7. Provide ongoing orientation and on-site supervision of all personnel (including students and volunteers). Offering appropriate suggestions, and maintaining an atmosphere of teamwork and cooperation. Delegate job duties as appropriate. Assist with management of staff time, staff/child ratios and daily schedule. Maintain open and clear communication with management staff.
8. Actively participant in meetings, in-services, camp activities and special events. Contribute knowledge and guidance.
9. Maintain updated entries to the Registry of Wisconsin and work to continually improve quality of programming per YoungStar guidelines.
10. Perform all other duties as assigned.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Builds effective, supportive relationships with members and working relationships with employees. Supports fund-raising projects.

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. At least 18 years of age
2. Effective verbal and written communication skills, along with the ability to effectively implement and share knowledge with staff.

The Y: We're for youth development, healthy living, and social responsibility.



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

3. Working knowledge of DCF 252 Licensing Rules for Wisconsin
4. Certification in First Aid and CPR or the ability to attain at time of hire.
5. Ability to easily move through all areas of the childcare space
6. Maintain concentration, focusing on multiple tasks simultaneously
7. Manage time effectively and meet deadlines
8. Knowledge of YoungStar quality guidelines and ability to meet them.

EFFECT ON END RESULTS:

1. Effective relationship building that manifests into personal relationships with other members, staff, volunteers, families.
2. Works well with other staff to promote YMCA values
3. Models the YMCA mission and values while on the job
4. Maintains and grows high quality programs for participants

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 regularly required to see, speak and hear. Sitting, 50%, walking and/or standing 50%. Lifting and/or moving occasionally up to 50 pounds.

I understand and mutually accept the above descriptions to the job to be performed.

Employee Signature

Date

Supervisor Signature

Date