



COUNSELOR JOB DESCRIPTION

Responsible To: Unit Leader

Key Responsibility: Supervise and ensure the safety and well-being of all campers during all aspects of programming. Take extra care in ensuring the positive experience of campers assigned your specific cabin and Activity Periods. Be a part of the Staff Team to plan and implement new activities, evening and weekend programming, and a successful camp program for all participants and staff members.

Qualifications:

- First Aid and CPR
- Ability and willingness to work at YMCA Camp of Maine which includes leading by example, living with the 4-Core Values, being a Role Model, giving and receiving feedback, and abiding by all policies, procedures, and expectations.
- 17 years old &/or documented leadership experience.

Professionalism

- Conduct yourself in a manner that is consistent with the mission, values, and goals of YCamp.
- Always be appropriately dressed and well groomed.
- Approach all greetings with enthusiasm and maintain positive interactions with campers, fellow staff members, family members, and the greater community.
- Maintain positive personal health by getting adequate rest and complete assigned tasks completely and on time.
- Motivate others to be the best version on themselves.
- Be an agent of change when opportunities arise. Take the initiative to minimize and solve problems.
- Be reliable.
- Take steps to make the YCamp community positive.

Management

- Integrate new, fun, and intentional programming in to cabin time and other activities.
- Manage individuals and groups with positive reinforcement to minimize conflict. When conflict occurs, work toward resolution that is fair and consistent in a timely manner with care and tact.
- Lead by example and motivate other to take initiative.
- Abide by all policies and expectations. Lead others to do the same.

Programming

- Take initiative to lead new and engaging activities.
- Be prompt and manage time and campers to keep spaces clean.
- Get to know campers and fellow staff members to develop positive relationships and heighten the experience with friendship.
- Lead activities with the safety and well-being of everyone paramount.

Duties

- Ensure the assigned Cabin respects time-management and oversee daily Unit activities for compliance and completion (wake-up, lights-out, Cabin Duties, Clean-Up, Showering, etc.)
- Guide and support campers through conflict resolution, homesickness, time-management, and other matters that arise.
- Participate in Office Duty (OD) as scheduled.
- Work with fellow counselors to manage greater camp issues as appropriate.
- Receive informal and formal feedback and provide feedback for better programming.
- Participate in all-camp activities.
- Actively participate in monitoring camper's and counselor's health (physical, mental, and emotional) and ensure campers are practicing positive personal hygiene. Seek additional help from Unit Leader and Health Care Staff when necessary.
- Attend regular and "as needed" meetings within assigned Unit for regular communication, problem solving, and in-service training.
- Communicate regularly with varying groups to stay connected with the community.
- Eagerly and willingly participate in all other tasks as assigned.
- Capable of maintaining effective mental, emotional and social interactions in our group-based, youth centered and community living program.
- Ability to maintain mental, emotional and social resiliency (such as handling stressful situations appropriately) needed for the job in a fast-paced, interactive environment.
- Ability to establish and maintain appropriate professional relationships and Interpersonal skills (skills used to reduce stress, reduce conflict, improve communication, enhance intimacy, increase understanding, and promote joy).
- Ability to interact effectively with individuals and groups respecting social and cultural diversity and to maintain appropriate boundaries.
- Ability to use effective and appropriate self-care practices for maintaining overall wellness.
- Ability to recognize and consider the needs of others (including campers and staff members) in daily interactions and decision-making.

By signing this Job Description, I understand that this position will effect the lives of many people. My dedication to this position will lead to a safe community where bullying and abuse are not tolerated. I will face adversity and tough decisions with an open mind and include the appropriate people in decision making. I will take ownership over what I see. I will celebrate the good. I will work to correct the bad. I understand that I have a role in the success of Y Camp.