



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## ALEXANDRIA AREA YMCA JOB DESCRIPTION

Job Title: **School's Out Day Camp Counselor**

FLSA Status: Seasonal part time, Non-Exempt

Reports to: Youth & Family Coordinator

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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. It 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.

### Scheduled School's Out Days:

October 17-18  
November 1, 29  
December 23, 27, 30-31  
January 20  
February 17  
March 14, 31  
April 18, 21

### ESSENTIAL FUNCTIONS:

1. Supervises and engages with the children.
2. Implements program activities that are culturally relevant, developmentally appropriate, and consistent with YMCA values.
3. Adheres to program standards including safety and cleanliness standards.
4. Attends staff meetings and trainings.
5. Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
6. Maintains positive relations with parents, children and staff.
7. Models relationship-building skills in all interactions.
8. Performs other duties deemed necessary by supervisor.

### YMCA COMPETENCIES:

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

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.

### Alexandria Area YMCA

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**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 preferred working with children in a large group setting.
3. Experience preferred in one or more of the following areas: outdoor living, camping, songs/music, skits, sports, aquatics, recreational games, etc.
4. At least 16 years of age.
- 5. CPR, First Aid, AED certifications, and Child Abuse Prevention Training within 30 days of hire.**
6. Complete successful criminal background check.

### **PHYSICAL DEMANDS:**

1. 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.
2. Ability to lead and participate in a range of activities in a variety of outdoor and indoor settings.
3. Ability to perform all physical aspects of the position, including but not limited to: walking, running, sitting, standing, bending, reaching, lifting, and swimming.
4. Ability to interact with kids for long periods of time.
5. Ability to speak concisely and effectively communicate.
6. Exposure to communicable diseases and bodily fluids.
7. Visual and auditory ability to respond to critical situations, and physical ability to act swiftly in an emergency.

**I have reviewed and understand this job description and I fully understand the descriptions represents our agreement as to the job tasks to be performed.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_