



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

**YMCA of Greater Syracuse
Job Posting**

Job Title: College for Kids Head Counselor
FLSA: Non-exempt – Seasonal/Temporary
Work Schedule: Monday – Friday; hours as assigned
Dates: June 25 through July 20, 2018 (some training time earlier in June)

Reports To: Teen Development Director
Work Location: Southwest YMCA @ OCC

A Career with a Cause:

At the Y, strengthening community is our cause. Our mission is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. We focus our work in three key areas, youth development, healthy living and social responsibility. We are committed to this cause because a strong community can only be achieved when we invest in our kids, our health and our neighbors.

General Functions:

Under the direction of the Teen Development Director, the College for Kids (KFC) Camp Head Counselor is responsible for supervising and working with staff in a day camp program that will meet the objectives of the Southwest YMCA and will be age and ability appropriate for campers. The Head Counselor is responsible for facilitating counselor activity during the College for Kids Program. This may include staff scheduling, activity planning, supply ordering, parent communication, and teambuilding.

YMCA Summer Day Camp Quality Service Theme:

By acting as role models and building lasting relationships, we make a positive difference in families' lives.

Responsibilities/Duties/Functions/Tasks:

The essential functions of this position include, but are not limited to the following:

- Responsible for the supervision of all College for Kids Counselors; to ensure quality camp programming that maintains all New York State Department of Health Regulations.
- Supervise an assigned group of children ensuring their enjoyment and safety; be aware of safety/medical issues to eliminate accidents. This includes ensuring all campers are drinking enough fluids regularly to prevent any dehydration; assist all campers the daily organization of their belongings; handle all discipline problems in a consistent manner as they occur. Seek advice from the Teen Development Director as needed.
- Maintain all records for the group including attendance, camper assignments to counselors, parent communications.
- Attend and be actively involved in staff training and orientation as well as monthly camp staff meetings.
- Work with staff to develop a full recreational and educational program each session; organize and implement daily programming by being actively involved in arts & crafts, music & drama, games, sports, group activities (small and large), character development and teambuilding.
- Assist with the supervision of the lunch period and sit with a group of campers during lunch to ensure that each camper is eating a proper lunch and drinking enough fluids to prevent dehydration and other heat related illnesses.
- Complete accident reports for all injuries or illnesses requiring first aid, and turns the report into the Teen Development Director. Discusses incidents with parents and obtains a parent signature on the form.
- Act in a professional manner at all times including personal appearance, speech, and interaction with campers, their families, and other staff.
- Understand that you are part of a team that is responsible for a group of campers and that your activities should be implemented in such a way that your campers receive a fun, meaningful, and safe experience.
- Observe and follow all College for Kids policies, procedures and program guidelines; follow the safety plan; maintain all day camp regulations as outlined by the New York State Department of Health.
- Responsible for working with and assisting with the supervision of any volunteer assigned to you. Provide weekly positive feedback and constructive criticism to the Teen Development Director in the form of an evaluation form.
- Responsible for the cleanliness and organization of the camp area including all space used in Mulroy Hall, outdoor areas used, and any additional space on campus utilized by College for Kids Program.
- Responsible for implementing all other tasks as assigned by the Teen Development Director.

Experience and Education:

- High school diploma or equivalent, with some college experience preferred, but not required.
- Two (2) years prior experience working in a camp or recreational setting/environment, and supervision of children.
- Experience working with children in sports, games, music/drama, and or outdoor activities.

Qualifications:

- Must be 18 years of age.
- Excellent organizational and communications skills both verbal and written are essential to the success of this position.
- Brings to this position maturity, responsibility and a sincere interest in working with people.
- Possess a general knowledge and understanding of YMCA, its goals, and its mission.
- Possess knowledge of various resources for programming ideas and the skills to utilize that information in program implementation.
- Possess knowledge of age appropriate activities and expectations of children ages 3 to 14.

Trainings & Certifications:

- Must complete online Bloodborne Pathogens and Employee Safety trainings prior to initial assignment to position.
- Must attend and complete Youth Protection training, as well as any other related College for Kids trainings.
- Must complete online Hazard Communication training within the first 90-days of employment.
- CPR/AED and/or First Aid certifications preferred (opportunity provided).

Core Competencies:

- Supports the Mission, Vision and Direction of the YMCA: Understands and supports the mission of the YMCA; displays the YMCA values; displays flexibility and accepts changes; is willing to try new methods and make suggestions; shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and his/her work.
- Builds Community: Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship-building techniques; supports the role of fund-raising in achieving the YMCA mission.
- Provides a Quality Experience for Members, Participants, Internal Customer and Other: Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve in involve members, participants, internal customers and others.
- Works Productively: Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings, and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.
- Uses Effective Personal Behaviors/Communicates Effectively: Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

Effect on End Results:

This position strongly impacts the effectiveness with which the YMCA accomplishes its mission. The College for Kids Head Counselor is committed to promote an environment that teaches values, is healthy, safe and provides an opportunity for positive growing experiences:

1. Strong lasting relationships with parents, campers, and co-workers.
2. The Camp team provides safe and age-appropriate activities.
3. Builds a strong, positive community image.

Physical Demands:

Ability to frequently stand, sit, walk, talk, hear, type, run, jump, kick, throw, climb, kneel, bend, reach, balance, crouch or crawl, climb and/or balance, reach with hands and arms, handle or feel, stoop, lift/move and carry approximately 35 pounds, and use hands and fingers. Must be able to lift and/or maneuver large gym equipment. Special vision abilities required: distance, peripheral, depth perception and ability to adjust focus.

Work Environment:

Duties are performed in an indoor and outdoor environment and in a camp group setting; at times camp employees may be exposed to undesirable working conditions, communicable infectious diseases, and the risk of injury from children. All camp employees are required to follow the preventive health policies of the Camp at all times. The noise level in the work environment is moderate to above average. Employees will be frequently exposed to a wet/cold, hot/humid climate.

Americans with Disabilities Specifications:

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.

How to Apply:

Interested candidates should respond to Kiley Shoemaker, Teen Development Director at (315) 498-2699 or email their application to kshoemaker@syracuseymca.org or Laura Lipari, Human Resources Coordinator at (315) 474-6851, ext. 356 or email their application to llipari@syracuseymca.org, no later than March 30, 2018.

The YMCA of Greater Syracuse reserves the right to interview only those internal candidates that based on their qualifications, experience and background meets the requirements of the job vacancy.