

## Charleston Family YMCA

### Job Description –Summer Camp Counselor/Driver

#### General Functions:

In harmony with the YMCA's mission and core character values (caring, honesty, respect, and responsibility), a counselor shall:

- Provide a safe and nurturing environment for all children attending the YMCA.
- Coordinate and promote age appropriate activities for children to be engaged in.
- Be responsible for creating a positive work environment for staff and children alike.

#### Requirements:

This position requires a general knowledge of the YMCA childcare principles along with common practices within a classroom. A counselor must be at least eighteen (18) years of age. Staff must pass a background check and maintain CPR/First Aid certification.

#### Duties and Responsibilities:

- Have responsibility for the supervision, care, and education of children and be regularly assigned to a group of children
- Coordinate the activities of other counselors and assist the director with designated activities
- Arrange a classroom environment in accordance to program goals and philosophy
- Maintain daily open communication with parents
- Keep all appropriate records such as reports, attendance and time sheets
- Maintain confidentiality
- Maintain ratio while at the YMCA and on field trips
- Drive a YMCA bus to transport children to field trips (only 21 years of age and older)
- Report any suspect abuse to supervisor
- Maintain a safe and healthy environment
- Meet the emotional, social, physical and cognitive needs of each child
- Inspect and report damaged or lost materials
- Attend required in-service and staff meetings
- Meet all applicable licensing regulations
- Be at work on time for all scheduled shifts
- Must be able to lift children on a regular basis
- Be prepared to cooperate for emergency procedures
- All other duties deemed necessary by the supervisor for a job well done

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Employee's Signature and Date

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Supervisor's Signature and Date