

GREATER NEWBURGH YMCA
CAMP ROBBINS - JOB DESCRIPTION



Position: Teen Camp Counselor
Reports to: Teen Director

General Description

The Teen Camp Counselor is the primary adult working with a group of teens for the entire camp session. The counselor maintains constant supervision of the campers, assists the Teen Director in meeting the Teen Camp program which includes organized 3-day camping trips, leading games and activities, and facilitating the growth and development of each individual camper. Must have good judgment and is required to be actively engaged with campers and the programs facilitated.

Qualifications

Must be at least 18 years of age and have prior experience working with teens. Preferably have camping/recreation experience and demonstrate maturity, responsibility, and people skills. Knowledge of conflict resolution or mediation skills and be detail oriented, able to plan and implement scheduled activities. Must be a positive role model with flexibility in working with a variety of ages.

Specific Duties

- Assists in prep work, organizing of supplies and camp materials prior to opening of camp
- Assists in organizing, packing away all materials, reports, and program materials at the end of summer season
- Participate in pre-camp training, mid-season evaluations and staff meetings
- Provide constant, responsible supervision of campers and staff
- Adhere to camp policies, schedules, and procedures
- Assist in planning interesting, diverse activities throughout the day
- Oversee personal and social growth of campers and provide positive leadership and role-modeling
- Communicate with Teen Director and Camp administration any issues/concerns of campers, staff or program in an appropriate and timely manner
- Assist in planning of out-of-camp trips/activities and take care of arrangements, both financial and otherwise.
- Demonstrate respect and appreciation for diversity among people and ideas
- Attend and work Family Fun Nights
- Assist where needed

Terms of Employment

Contracted to complete all pre-camp and post-camp responsibilities as needed and work the specified 8-week summer season as outlined in agreed contract (end of June to mid-August) for an agreed upon wage. Continued employment is contingent upon a receipt of cleared background checks. Must attend the pre-camp training scheduled before camp begins. Each employee is also required to participate in the four (4) scheduled overnight stays.

Terms of Payment

Paychecks are distributed on the 15th and 30th of each month beginning June 30th ending August 30th (unless otherwise stated in contract). Salary is based on experience, qualifications, certifications, artistic talent, applicable skills, and budgetary constraints.

GREATER NEWBURGH YMCA

CAMP ROBBINS - JOB DESCRIPTION



Position: Camp Counselor
Reports to: Unit Director

General Description

The camp counselor is the primary adult working with a group of children for the entire camp session. The counselor maintains constant supervision of the children, leads games and activities, and facilitates the growth and development of campers in camp. Must have good judgment and is required to be actively engaged with campers and the programs facilitated.

Qualifications

Must be at least 17 years of age and have prior experience working with children. Preferably have camping/recreation experience and demonstrate maturity, responsibility, and people skills. Counselors must have good judgment and are required to be actively engaged with campers and the programs facilitated. Certain positions require current certifications. Must be a positive role model with flexibility in working with a variety of ages.

Specific Duties

- Participate in pre-camp training, mid-season evaluations, and staff meetings
- Provide constant, responsible supervision of campers and staff
- Adhere to camp policies, schedules, and procedures
- Assist in planning interesting, diverse activities throughout the day
- Oversee personal and social growth of campers and provide positive leadership and role-modeling
- Communicate with Unit Director, camp administration and parents any issues/concerns of campers, staff or program in an appropriate and timely manner
- Provide positive leadership and role-modeling and oversee personal and social growth of campers
- Actively participate in all aspects of the camp program
- Ensure all paperwork, snack money, & attendance for cabin is handled appropriately
- Demonstrate respect and appreciation for diversity among people and ideas
- Assist where needed

Terms of Employment

Contracted to complete all pre-camp and post-camp responsibilities as needed and work the specified 8-week summer season as outlined in agreed contract (end of June to mid-August) for an agreed upon wage. Continued employment is contingent upon a receipt of cleared background checks. Must attend the pre-camp training scheduled before camp begins. Each employee is also required to participate in the four (4) scheduled overnight stays.

Terms of Payment

Paychecks are distributed on the 15th and 30th of each month beginning June 30th ending August 30th (unless otherwise stated in contract). Salary is based on experience, qualifications, certifications, artistic talent, applicable skills, and budgetary constraints.

GREATER NEWBURGH YMCA

CAMP ROBBINS - JOB DESCRIPTION



Position: Junior Counselor
Reports to: Unit Director

General Description

The junior counselor is an assistant to the camp counselor, working with a group of children for the entire camp session. The junior counselor helps maintain supervision of the children and assists the leading of games and activities, and helps facilitate the growth and development of campers in camp. This position is designed as a training program to prepare the individual for a future counselor role. Must have good judgment and is required to be actively engaged with campers and the programs facilitated.

Qualifications

Must be at least 16 years of age and have some experience working with children. Must have camping/recreation experience and demonstrate maturity, responsibility, and people skills. Must be a positive role model with flexibility in working with a variety of ages.

Specific Duties

- Participate in pre-camp training, mid-season evaluations, and staff meetings
- Provide constant, responsible supervision of campers and staff
- Adhere to camp policies, schedules, and procedures
- Assist in planning interesting, diverse activities throughout the day
- Oversee personal and social growth of campers and provide positive leadership and role-modeling
- Communicate with Unit Director, camp administration and parents any issues/concerns of campers, staff or program in an appropriate and timely manner
- Provide positive leadership and role-modeling and oversee personal and social growth of campers
- Actively participate in all aspects of the camp program
- Demonstrate respect and appreciation for diversity among people and ideas
- Assist where needed

Terms of Employment

Contracted to complete all pre-camp and post-camp responsibilities as needed and work the specified 8-week summer season as outlined in agreed contract (end of June to mid-August) for an agreed upon wage. Continued employment is contingent upon a receipt of cleared background checks. Must attend the pre-camp training scheduled before camp begins. Each employee is also required to participate in the four (4) scheduled overnight stays.

Terms of Payment

Paychecks are distributed on the 15th and 30th of each month beginning June 30th ending August 30th (unless otherwise stated in contract). Salary is based on experience, qualifications, certifications, artistic talent, applicable skills, and budgetary constraints.

GREATER NEWBURGH YMCA

CAMP ROBBINS - JOB DESCRIPTION



Position: Ropes Assistant
Reports to: Ropes Director

General Description

The Ropes Assistant is responsible for assisting the Ropes Director in all aspects of the Adventure Ropes Challenge Course Program. Must have knowledge and experience in all skills relative to outdoor adventure and ropes courses and team building initiatives. Must be aware of and assist in assuring the safety and well-being of all participants of the Adventure Ropes Program. Must follow and assist the Ropes Director in the design and facilitation of lesson plans, and assist in the daily maintenance and upkeep of the Adventure Course and its equipment. Must have good judgment and is required to be actively engaged with campers and the programs facilitated.

Qualifications

Must be at least 18 years of age and have prior experience working with children. Must have strong communication and instructional skills and demonstrate competent belaying and other ropes skills and procedures that will be determined and/or assessed by the Ropes Director. Must attend annual Ropes Training program in May/June and pass all required skills test and be approved by the certifying agent. Camping/recreation experience is preferable. Must demonstrate maturity, responsibility, and people skills. Must be a positive role model with flexibility in working with a variety of ages.

Specific Duties

- Participate in pre-camp training, mid-season evaluations, and staff meetings
- Attend all Ropes Challenge Training Courses and maintain a passing status in all required skills
- Assist in the set-up and take-down of all challenge course areas, supplies and equipment
- Inspect and maintain the activity areas and all equipment daily and communicate needs to the Ropes Director when needed
- Assist with Family Fun Nights
- Provide constant, responsible supervision of campers and staff
- Communicate with Ropes Director, camp administration and any issues/concerns of campers, staff or program in an appropriate and timely manner
- Adhere to camp policies, schedules, and procedures
- Provide positive leadership and role-modeling
- Oversee personal and social growth of campers
- Actively participate in all the aspects of the camp program
- Agree when rain or conditions cancel ropes activities to assist in another area determined by administrative staff or agree to an early dismissal for the day, with adjustments as outlined in contracts
- Maintain communication with Ropes Director any needs or concerns
- Assist covering weekend groups if scheduled by committing a portion of time on weekends
- Demonstrate respect and appreciation for diversity among people and ideas
- Attend and assist camp sleepovers until 8pm (returning the following morning no later than 7:30am)
- Assist where needed

Terms of Employment

Contracted to complete all pre-camp and post-camp responsibilities as needed and work the specified 8-week summer season as outlined in agreed contract (end of June to mid-August) for an agreed upon wage. Continued employment is contingent upon a receipt of cleared background checks. Must attend the pre-camp training scheduled before camp begins. Each employee is also required to participate in the four (4) scheduled overnight stays.

Terms of Payment

Paychecks are distributed on the 15th and 30th of each month beginning June 30th ending August 30th (unless otherwise stated in contract). Salary is based on experience, qualifications, certifications, artistic talent, applicable skills, and budgetary constraints.