



## YMCA OF METROPOLITAN MILWAUKEE JOB DESCRIPTION – DAY CAMP COUNSELOR

**Job Title:** Day Camp Counselor

**FLSA Status:** Nonexempt

**Status:** Full-time, Seasonal

**Reports to:** Director Day Camp

**Job Grade:** Seasonal

**Department:** Day Camp

**Revision Date:** 11/2023

---

### POSITION SUMMARY:

Under the supervision of the Day Camp Director, the Day Camp Counselor is responsible for the supervision of 6-17 children ages 4-17 throughout the camp day while developing positive relationships in a safe outside environment. The Day Camp Counselor will assist in facilitating the whole group of up to 100 campers within proper ratios. The assignments and hours for this position are based on camp enrollment. This position will contribute to the overall mission of the YMCA to build strong kids, families, and communities.

### OUR CULTURE:

Our mission and core values are brought to life by our culture. It's who we are, who we aspire to be and how we show up every day. **We are cause driven.** We don't just show up, we show up with purpose. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger, beginning with you.

### ESSENTIAL FUNCTIONS:

1. Connect with program participants, families, and other facilities personnel in a positive and caring manner.
2. Demonstrate the four core values of caring, honesty, respect, and responsibility in all aspects of YMCA work.
3. Supervise and engage children with enriching and educational activities in a fun and safe environment 100% of the camp day.
4. Maintain appropriate adult to child ratios by arriving to work on time and well-prepared.
5. Keep accurate daily attendance records and cross-offs.
6. Maintain a professional, clean, neat, organized, and safe camp atmosphere.
7. Attend 40 hours of pre-camp training and weekly meetings.
8. Follow all state licensing requirements in the DCF Rule Book 252 and YMCA policies and procedures.
9. Maintain current certifications and staff file requirements per state licensing and YMCA policies.
10. Support camp standards in different settings such as at pools and in public on field trips.
11. Perform other duties as assigned.

### QUALIFICATIONS:

1. Must be at least 18 years old and have completed high school or the equivalent.

### Job Description: DAY CAMP COUNSELOR

*The YMCA of Metropolitan Milwaukee is committed to equity and inclusion by ensuring that all members of our community have the opportunity to learn, grow and thrive. We celebrate diversity and effectively engage, connect and advocate for our staff, members, and volunteers which will position us to respond and remain relevant to issues impacting our communities. The YMCA of Metropolitan Milwaukee is an equal opportunity employer and welcomes a diverse workforce.*



2. Must complete CPR, First Aid, Advance Head Trauma and child abuse prevention training before first shift with children.
3. Must complete fingerprinting requirement prior to working first shift with children.

**SKILLS and ABILITIES:**

1. Able to develop positive, authentic relationships with people from different backgrounds.
2. Able to provide leadership to a group of children while having fun, being flexible and sharing enthusiasm.
3. Able to meet camp standards and expectations with responsiveness.
4. Able to manage personal stress and conflicts effectively.
5. Possess effective verbal communication skills.
6. Able to lift up to 50 pounds occasionally and up to 30 pounds frequently.

**SUPERVISORY RESPONSIBILITIES:**

None

**SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name (print)

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Date