

## Summer Camp Staff Member: Kiddie Camp

### Position Summary:

The person selected for this position will be under the direct supervision of the Childcare Director and Camp Director and will be responsible for providing an appropriately safe, caring and enriching environment for the children enrolled in the YMCA Summer Camp program. You will be responsible for ages 3-6. Counselors are responsible for conducting themselves in an appropriate manner, setting an example for children, parents and co-workers by reflecting the YMCA core values of caring, honesty, respect and responsibility. Counselors are responsible for complying with all YMCA Childcare Policies and Procedures.

### **JOB QUALIFICATIONS:**

**EDUCATION:** HS Diploma or General Equivalent Diploma

Experience working with children of varied ages highly desired.

**Hours:** Monday –Friday 9am-4pm

### **Key Responsibilities:**

- Adhere to policies as stated in the YMCA Childcare Policies and Procedures Manual and in subsequent YMCA trainings and meetings
- Attend staff meetings and trainings as they arise
- Work in a team environment and encourage open communication regarding concerns/issues with children, parents or co-workers.
- Communicate with the Childcare Director, Camp Counselors

- Keep a consistent headcount on all children present; communicate changes with all other staff
- Maintain accurate documentation of attendance, absences and emergency information on each child
- Comply with all emergency procedures appropriate to the site and in conformity with procedures adopted by emergency service authorities to ensure the safety of the children and staff
- Maintain all supplies, equipment and materials; inform the Camp Director or Assistant Camp Director when new/additional supplies are needed

**Responsibilities when interacting with Children:**

- Consistently demonstrate positive interaction with all children; talk to them and treat them with dignity and respect
- Consistently demonstrate positive discipline; teach and redirect rather than scolding or reprimanding them; firmly and consistently enforce the rules; ensure that „the punishment fits the crime“
- Express clear expectations and hold children accountable for adhering to them
- Help children to develop a positive self-esteem and sense of self-worth Consistently demonstrate and reinforce the values of caring, respect, honesty and responsibility