

YMCA of Greater Bergen County

360 Main Street • Hackensack • New Jersey • 07601

201-487-6600 ☎ www.ymcagbc.org • info@ymcagbc.org

We build strong kids, strong families, strong communities.

Job Title: Counselor
Job Classification: Seasonal
Department: Camp Department
Reports To: Program Coordinator
Dates of Service: June 18, 2010-August 24, 2010

Job Description: The Counselor is responsible for, but not limited to, performing the following acts of duty:

- Responsible for a group of campers that is assigned to his/her particular cabin or group.
- Identify and enforce the rules and regulations of the camp
- Follow the discipline policy set forth by Site Director
- Be responsible for the maintenance and housekeeping chores of his/her cabin and cabin area.
- Be responsible for all materials that are assigned to his/her particular area.
- Create and instruct chosen or assigned activities to campers
- Maintain and report needed supplies and equipment
- Fill out camper information forms at the end of each session
- Responsible for submission of an accurate attendance roster
- Shall be responsible for program planning for his/her group and follow assigned schedule for designated areas.
- Assist special counselors as requested when group is in their activity.
- Report all parental complaints to the Director.
- Be able to set and maintain discipline with consistence, fairness, cheerfulness, and enthusiasm.
- Be responsible for all campers in your charge on activities.
- Be responsible for the health, safety, and happiness of each camper
- Provide a safe and nurturing environment for campers
- Practice and teach campers the YMCA's Core values
- Respect all staff and campers.
- Aid campers in the practice of personal hygiene
- Always be a positive role model to campers and peers
- Teach and practice healthy living
- Any other responsibilities necessary to maintain a safe program, deemed by the Site Director.

Job Qualifications:

The Counselor shall meet the following minimum requirements:

- Must have finished first year of college or be 18 years with 2 years of camp experience.

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- Must have experience working with children
- Must have or able to obtain Red Cross CPR/First Aid and RTE certifications prior to camp start date