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ywca

MARSHALLTOWN YMCA-YWCA JOB DESCRIPTION

Job Title: Summer Camp Counselor

Primary Function/Department: Youth / Child Care

FLSA Status: Non-Exempt, Hourly

Reports to: Youth Director/Assistant Youth Director

Starting Wage: \$9/hour Based on Education/Experience

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility.

Under the direction of the Youth Director, this position is responsible for assisting with educational activities in a classroom setting, student supervision and classroom management.

ESSENTIAL FUNCTIONS:

1. Supervise and engage children enrolled in Summer Camp Programs
2. Assist in implementing daily plans and activities
3. Participate in weekly swim days, field trips and all other activities inside and outside of the Y
4. Ensure that program activities are controlled and safe
5. Communicate regularly with other staff, children, parents and supervisors
6. Be knowledgeable of children's daily activities and communicate with parents at pick up
7. Maintain that all areas of work are safe, clean and organized
8. Adhere to all state, local and YMCA-YWCA health and safety standards and policies
9. Maintain compliance with Iowa DHS Child Care Licensing Regulations
10. Provide an understanding of the mission of the Marshalltown Y to staff and members
11. Promote and represent the mission and core values of the Y in the branch and its programs
12. All other miscellaneous duties assigned by Supervisor

QUALIFICATIONS:

- At least 16 years of age
- Experience in child care preferred
- Knowledge of child age appropriate activities preferred
- Punctual and dependable attendance
- Must have high levels of enthusiasm, patience, and concern for all participants
- Must be able to communicate with children, parents, staff and volunteers
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community
- Must be able to stand, remain outdoors and maintain continual physical endurance for extended periods of time

WORK ENVIRONMENT & PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee may be required to: climb stairs, bend, stoop, kneel, twist, reach with hands, sit, stand for an extended period of time, climb ladders, walk, lift and/or move up to 40 pounds, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity.
- The work is performed both indoors and out, and may require travel to various locations.
- While performing the duties of this job the employee is exposed to weather conditions prevalent at the time.

REQUIRED TRAINING/CERTIFICATIONS:

- Department of Human Services Licensed Child Care Center Requirements
 - Child Care Essentials Preservice Training
 - Mandatory Reporter of Child Abuse Training
 - Universal Precautions Training
 - CPR & First Aid Training
 - State of Iowa Background Check
 - National Fingerprint Background Check
 - Proof of up to date physical completed by physician
 - 10 hours of continuing education annually
- Child Abuse Prevention (Meet Sam, Duty to Report, It Happened to Me & Keeping your Y Safe webinars) within 45 days of hire.
- Introduction to the Y's Cause and Culture within 45 days of hire.
- Y's Way to Service & Engagement within 45 days of hire.

SIGNATURE:

I have reviewed and understand this job description and will abide by them while working at the Y.

Employee's name

Employee's signature

Today's date: _____