FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

NORTH SUBURBAN YMCA

ASSISTANT CAMP COUNSELOR
JOB DESCRIPTION 2027

POSITION TITLE: Assistant Camp Counselor
LOCATION: North Suburban YMCA
DEPARTMENT: Camp
Salary Range: Dependent on qualifications and experience

GENERAL FUNCTION:
Under the direction of the Camp Director, leadership staff, and head counselors, the Assistant Counselor is responsible for assisting with: the implementation of programs and activities for campers and various other support roles. The Assistant Counselor must be a team player and contribute to the overall success of camp through collaboration with other staff members and leadership. Assistant Counselors are required to work all scheduled hours during the week (will not exceed 40 hours per week).

SKILLS AND QUALIFICATIONS:
- At least 1 year of experience working or volunteering with children (outside of babysitting).
- Must be at least 16 years or older.
- Interest in working with children and significant evidence of emotional maturity, good moral character, judgement, integrity and leadership capability.
- Enjoyment and appreciation of the outdoors.
- Ability to lead, guide, discipline when necessary, and supervise children of varying ages.
- Ability to adapt to changing needs and circumstances.
- Strong interpersonal skills to positively communicate with members, participants, and staff.
- Possess a positive and professional attitude.
- Attend and successfully complete all staff trainings (virtual and in-person).
- Ability to pass a background check.

ESSENTIAL FUNCTIONS & AGREEMENTS:
- Maintain camper safety (mind, body, and spirit) at all times.
- Ensure all campers are having a fun and positive experience.
- Arrive at camp on time each day ready and prepared to perform all camp staff functions and responsibilities.
- Understand that the camp director will assign your camp and group based on what is best for the NSYMCA, and your camp group/role may change daily.
- Must display absolute integrity at all times.

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- Assist and support counselors and leadership staff in all camp activities.
- Supervise and care for campers through visual observation, listening to their interactions, and participating in all activities.
- Participate in and assist with the swimming program. This includes being in the pool when the children are in the pool.
- Willing to go on all field trips.
- Share in daily duties necessary for upkeeping quality camp standards, including: clean-up, activity set-up and facilitation, bus supervision, and weekly lesson planning.
- Attend all staff meetings and pre-camp trainings.
- Report any accidents, incidents, inappropriateness, mandated reporting, or general important information to the head counselor or Director.
- Follow all NSYMCA camp policies and procedures regarding swimming & pool, dress code, minor or major injuries, behavior incidents, emergencies, field trips, bussing, absences, tardiness, and camper discipline.
- Follow dress code policy. Always wear current NSYMCA staff T-shirt and ID badge (except during swim time).
- Learn all campers first and last names, take frequent attendance and always know how many total campers are in your group each day.
- Work collaboratively with other camp staff members.
- Participation in camp service projects, charitable events, and fundraising efforts.
- Promote social and emotional learning and character development.
- Assist in providing a positive learning experience for the CITs assigned to your camp group (when applicable).
- Sign and adhere to the Camp Counselor Agreement document.
- Sign and adhere to the Camp Counselor Manual.
- YOUR PARENTS AND/OR GUARDIANS MAY NOT CONTACT THE CAMP DIRECTOR OR NSYMCA ON YOUR BEHALF REGARDING THE ASSISTANT CAMP COUNSELOR POSITION, APPLICATION STATUS, OR EMPLOYMENT.

If applying for an Assistant Camp Counselor position with NSYMCA Summer Camp, please note that compensation is paid semi monthly (twice per month). The specific pay rate will be discussed during the interview process.

Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

North Suburban YMCA • 2705 Techny Road • Northbrook, Illinois 60062
847-272-7250 • fax: 847-272-7587 • www.nsymca.org

Our mission: The North Suburban YMCA promotes values that build strong families and the health of each individual's spirit, mind and body in an inclusive, welcoming environment.