



Job Description

Job Title: Cabin Counselor
Reports To: Village Coordinator, Program Director, Executive Director
Position Status: Seasonal

POSITION SUMMARY:

Under the supervision of a Village Coordinator and often in cooperation with Co-Counselor, the Cabin Counselor is responsible for overseeing the well-being, health, and safety of their campers. The Cabin Counselor implements program-specific activities that provide remarkable **experiences**, encourage lasting **connections**, and foster meaningful **growth**.

ESSENTIAL FUNCTIONS:

- Responsible for overseeing the well-being of campers in assigned cabin, as well as all cabin functions.
- Manages behavior of campers, especially regarding physical, emotional, or verbal abuse of others. (ACA HR-16)
- Watches out for the health and safety of their campers, especially regarding: (ACA HW-13.1)
 - appropriate and diligent use of sunscreen and bug spray;
 - washing hands before every meal;
 - daily brushing of teeth and use of the bathroom;
 - regular showers;
 - sniffles, coughing, rashes, sores, blisters, and head (or other) scratching;
 - and getting enough rest, proper eating, and drinking plenty of water.
- Establishes cabin routines and implements a system for fair rotation of cabin and service task duties.
- Facilitates camp activities along with other Counselors and Activity Specialists including cabin daily Mindful Moments and Reflections.
- Prepares for the arrival of the group by reading “Camper Narrative” and other relevant material.
- Works with Co-Counselor to make “Cabin Group Contract” on the first night.
- Pays particular attention to group dynamics, and works with the Co-Counselor to solve problems.
- Supervises the cabin group at meals and helps make the dining experience pleasant and healthy.
- Assists with distribution of mail and printed email to campers.
- Must know all camper’s names by dinner on the first night of each new camp session.
- Shares the after-bedtime supervision and the during-rest period supervision with Co-Counselor.
- Document, respond and report all accidents and unusual incidents to supervisor.
- Takes an active role in the program implementation and supervision during Hangtime and Evening Program periods.

QUALIFICATIONS:

- Age 17 or older
- Certified in CPR, First Aid, and preferably Lifeguard (ACA HW-1A)
- Leadership ability and teamwork oriented
- Ability to interact with all age levels (campers 6 to 17)
- A commitment to working with staff and camper population for the fulfillment of YMCA goals

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.

- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and mental endurance required to maintain constant supervision of campers.
- Physical ability to lift up to 50lbs.
- Work is performed in a fast-paced outdoor and office environment. Ability to communicate both orally and in writing is essential for this position. Visual acuity is required for reading computer screens and/or documents and making changes as necessary/required. Job requires high levels of alertness and concentration. Walking is frequent. Repetitive stooping and bending with frequent lifting of light to heavy objects is required. The ability to sit for long periods of time is required as well as, the ability to manipulate keyboards, telephone keypads, and writing and kitchen utensils. While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions, outside weather elements, and extreme heat.

I have reviewed and understand this job description and I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of YMCA Camp Timbers. I acknowledge that this job description is not to be construed as an express or implied contract of employment and does not alter my status as an employee at will.

SIGNATURE

DATE