



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 creates a safe, inclusive, and supportive cabin community while providing campers with remarkable **experiences**, encouraging lasting **connections**, and fostering meaningful **growth**. The Cabin Counselor establishes consistent routines, builds positive relationships with campers, manages group dynamics and behavior, and actively participates in camp programs and activities.

ESSENTIAL FUNCTIONS:

CAMPER CARE & SUPERVISION

- Maintains primary responsibility for the physical, emotional, and social well-being of campers assigned to the cabin.
- Provides continuous, active supervision of assigned campers throughout the camp day, including during cabin time, meals, transitions, free time, personal hygiene, activities, evening programs, rest periods, and overnight hours.
- Establishes and maintains consistent cabin routines, including morning, bedtime, hygiene, meals, rest, and transition routines.
- Maintains campers within appropriate visual and/or auditory supervision at all times, consistent with Camp Timbers supervision procedures.
- Shares after-bedtime and rest-period supervision responsibilities with the Co-Counselor and follows all required overnight supervision procedures.
- Learns and uses each camper's name by dinner on the first night of each new camp session.
- Reviews Camper Narratives and other relevant camper information before the arrival of the group and uses that information appropriately to support individual camper needs.
- Works with the Co-Counselor and campers to develop a Cabin Group Contract during the first night of each session.

CAMPER HEALTH & SAFETY (ACA HW-13.1)

- Promotes healthy habits and helps campers develop age-appropriate independence in personal care.
- Monitors and encourages appropriate use of sunscreen and insect repellent.
- Encourages handwashing before meals and at other appropriate times.
- Encourages regular tooth brushing, bathroom use, showering, and other appropriate personal hygiene.
- Observes campers for signs of illness, injury, skin irritation, unusual behavior, fatigue, dehydration, or other health concerns.
- Monitors campers' rest, nutrition, hydration, and general physical well-being.
- Reports camper health concerns promptly to the appropriate health staff
- Does not independently diagnose medical conditions or provide care beyond the counselor's training and authorization.
- Documents and reports accidents, injuries, behavioral concerns, and unusual incidents as required.

BEHAVIOR MANAGEMENT & GROUP DYNAMICS

- Establishes a positive cabin culture based on respect, inclusion, safety, responsibility, and belonging.
- Actively intervenes when campers engage in physical, emotional, or verbal aggression, bullying, harassment, exclusion, or other unsafe or inappropriate behavior. (ACA HR-16)
- Pays particular attention to group dynamics and works with the Co-Counselor and Village Coordinator to address conflicts, relationship concerns, and other challenges.
- Seeks assistance from the Village Coordinator when camper behavior or group dynamics exceed the counselor's role, training, or authority.

PROGRAM PARTICIPATION & CAMPER EXPERIENCE

- Actively participates in and helps facilitate camp activities alongside other Cabin Counselors, Activity Specialists, and program staff.
- Takes an active role in program implementation and camper supervision during Hangtime, Specialties and Evening Program periods.
- Participates in cabin daily Reflections and uses these opportunities to encourage camper voice, connection, and growth.
- Supports campers in participating in activities while recognizing individual comfort levels, abilities, interests, and needs.
- Helps create opportunities for campers to develop independence, leadership, teamwork, and problem-solving skills.
- Encourages campers to participate in camp traditions, all-camp activities, meals, songs, chants, and other community experiences.
- Supports an inclusive camp environment in which campers feel welcome, valued, and connected.
- Assists with the distribution of camper mail and approved printed electronic messages.
- Performs any other functions necessary for the smooth and efficient operation of camp and to make the camp experience the best it can be for campers.

QUALIFICATIONS:

- Age 18 or older
- Certified in CPR, First Aid, and preferably Lifeguard (ACA ST.7)
- 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