

**YWCA Northern New Jersey  
Job Description**

**Job Title: Camp Counselor**

**Supervisor's Title: Manager of School Age Programs**

**Department: Youth Services**

**To Be Completed by Human Resources**

**Job Code:**

**Grade:**

**FLSA Status: Non-Exempt-Seasonal**

**Job Summary**

The Camp Counselor is responsible for the supervision, guidance and direction of the campers in small and large groups. The Counselor helps children adjust to camp according to camp rules and safety precautions. The Camp Counselor is a source of friendship, guidance and positive redirection to the campers. He or she will support the efforts of the Camp Director, Specialist in all aspects of camp.

**Key Responsibilities**

*This job description is not intended to be an exhaustive list of all responsibilities, duties and skills required to perform this job, the rather describes the essential functions/responsibilities of the job. Other duties may be assigned as required.*

Supervise and safeguard campers in their camper group.

Ability to care for and manage children of diverse ages and backgrounds.

Wear uniform every day

Provide enjoyable experience for all youth, including growth and development opportunities.

Be aware of and adheres to program standards and all risk management policies and procedures including those related to medical and disciplinary situations, child abuse prevention and emergencies.

Attends staff meetings, trainings, and special events as outlined upon hire date.

Maintains positive relations with youth, adults/guardians, and other staff members.

Ability to adapt to changing needs and circumstances, including strong problem solving and conflict resolution skills

Participate in all program areas such as waterfront, nature, all camp activities as directed.

Must swim with group as directed

Ride bus to camp as directed (Mahwah)

Maintain high standards of health and safety in all activities for campers and staff

Be a role model to campers and staff in your attitude and behavior

Follow and uphold all safety and security rules and procedures

Set a good example to campers and others in regard to general camp procedures and practices

Represent the camp when interacting with parents or community members

**Qualifications**

**Education/Experience**

High School /GED – preferred

Previous experience working with youth required

At least 18 years of age

**Licensing and/or Certifications:** CPR/First Aid; Blood Borne Pathogens preferred

**Knowledge:**

**Skills and Abilities:**

1. Ability to work as a part of a team and to collaborate with colleagues.
2. Demonstrated communication skills (verbal and listening).
3. Excellent organizational ability.
4. Demonstrated problem solving.
5. Ability to work with diverse population and demonstrate patience and flexibility.

**Physical Requirements:** The physical requirements 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.

Move about freely – Walk, talk, sit, hear and lift up to 20 lbs.

**Travel:**

**Additional Comments**

*This position is full time during the camp season  
Must embrace the mission and values of the YWCA, have a strong customer focus, and the ability to work with a multi-generational, diverse workforce and membership.*