



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## McGaw YMCA In Evanston Camp Echo Job Description

**TITLE:** Assistant Counselor  
**REPORTS TO:** Main Camp Director  
**SUPERVISES:** None

### SPECIFIC DUTIES

- Prepares for the arrival of the group by reading "Personal History Forms" and other relevant material.
- Implements ice-breaker and group-building activities on the first day to ensure that the group becomes friends.
- Works with the Senior Counselor to make Cabin Group and Overnight requests on the first night.
- Makes an ongoing effort to return lost items found in or around the cabin to campers in the cabin group.
- Watches out for the health and safety of his/her campers, especially regarding:
  - appropriate and diligent use of sunscreen and bug spray;
  - washing hands before every meal;
  - daily brushing of teeth and use of the KYBO;
  - regular showers; and
  - sniffles, coughing, rashes, sores, blisters, and head (or other) scratching; and
  - getting enough rest, proper eating, and drinking plenty of water.
- Manages the behavior of his/her campers, especially regarding physical, emotional, or verbal abuse of others.
- Pays particular attention to group dynamics, and works with the Senior Counselor to solve problems.
- Supervises the cabin group at meals and helps make the dining experience pleasant and healthy.
- Assists with distribution of mail, printed email, and faxes to campers at Saska.
- Actively encourages campers who receive "Bunk Reply Forms" to write and submit them on a timely basis.
- Assists with the writing of parent letters.
- Assists with the planning and leading of a "Taps Talk" at bedtime each night.
- Shares the after-bedtime supervision with the Senior Counselor.
- Supervises after-breakfast service tasks or cabin cleanup as assigned.
- Reports maintenance needs to the Property Manager.

### ADDITIONAL DUTIES

- May be assigned to work kitchen, housekeeping, barn, office, program, or child care instead of cabin for a session.
- Maintains the cleanliness of the living space to which he or she is assigned.
- Models, teaches, and upholds the Camp Echo Code of Conduct and protects the well-being of all campers.
- Takes an active role in the planning and teaching of various assigned Camptivity classes
- Takes an active role in the program supervision for either fun swim or twilight fun.
- Plans and coordinates, with other staff, evening programs and Olympics
- Aids in the development and education of LITs and CITs
- Shares in the planning and execution of flag raising and chapel duties
- Cares for and maintains equipment, supplies and property of camp
- Shares responsibility of staffing layovers with other staff members
- Maintains positive relationships with campers, parents and other staff
- Encourages physical, emotional and spiritual growth and positive character development in all campers
- Works to increase his or her own cultural competence and helps to create an environment that values diversity
- Prepared to do anything else deemed necessary by the Camp Director.

### QUALIFICATIONS

- Finished 3 or 4 years of high school -- age 16 or older -- under 18 and still in HS requires Michigan "work permit"
- Certified in CPR, First Aid, and preferably Lifeguard
- Leadership ability and teamwork oriented
- Possess a variety of skills and camping experience
- A commitment to working with a diverse staff and camper population for the fulfillment of YMCA goals