



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

McGaw YMCA In Evanston Camp Echo Job Description

TITLE: Senior 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.
- Establishes cabin routines and implements a system for fair rotation of cabin and service task duties.
- Works with the Assistant 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: **(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 KYBO;
 - regular showers;
 - sniffles, coughing, rashes, sores, blisters, and head (or other) scratching; and
 - getting enough rest, proper eating, and drinking plenty of water.
- Manages behavior of his/her campers, especially regarding physical, emotional, or verbal abuse of others. **(ACA HR-16)**
- Pays particular attention to group dynamics, and works with the Assistant Counselor to solve problems.
- Supervises the cabin group at meals and helps make the dining experience pleasant and healthy.
- Shares the distribution of mail, printed email, and faxes to campers at Saska with the Assistant Counselor
- Actively encourages campers who receive "Bunk Reply Forms" to write and submit them on a timely basis.
- Accountable for parent letters each session, even if shared with the Assistant Counselor.
- Plans and leads a "Taps Talk" at bedtime each night.
- Shares the after-bedtime supervision and the during-Saska supervision with the Assistant Counselor.
- Supervises after-breakfast service tasks or cabin cleanup as assigned.
- Reports maintenance needs to the Property Manager. **(ACA SF-7)**

ADDITIONAL DUTIES

- 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 Campativity 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

- Age 18 or older and at least one year out of high school
- Certified in CPR, First Aid, and preferably Lifeguard **(ACA HW-1A)**
- 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