



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## BURLINGTON AREA YMCA JOB DESCRIPTION

Job Title: **Paid Internship – Summer Day Camp**

Job Code: (unique to Y)

FLSA Status: Non-Exempt

Job Grade: (unique to Y)

Reports to: Community Director

Revision Date: 03/12/2019

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### POSITION SUMMARY:

Paid internships are available for the following summer day camp roles: Camp McBride and Safari Voyage Quest Camp Counselors; Camp McBride and Safari Voyage Quest Camp Directors; Safari Voyage Quest On-Site Director; Camp McBride Arts & Crafts Director and Waterfront Director. All of these roles are responsible for creating positive, nurturing relationships with children, while building cooperative relationships with parents/caregivers. These internships also promote and support the potential of all youth in programs and facilities peer-to-peer connections as part of the overall camp experience.

### ESSENTIAL FUNCTIONS:

1. Supervise a group of children.
2. Plan and implement program activities for children.
3. Schedule and lead all activities, including field trips.
4. Purchase program supplies as needed.
5. Adheres to program standards including safety and cleanliness standards.
6. Attends staff meetings and trainings.
7. Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention, and emergencies.
8. Follow the State Licensing Childcare Standards and Procedures.
9. Assist in maintaining accurate and detailed documentation of behavior logs, social contracts, accident reports, and sunscreen logs.
10. Cultivates positive relationships and maintains effective communication with parents, children, and other staff. Models relationship-building skills in all interactions.
11. Perform other duties as assigned.
12. See additional job-specific job descriptions for the role best suited for your internship.

### YMCA COMPETENCIES (Leader):

**Mission Advancement:** Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Builds effective, supportive working relationships with volunteers and staff. Supports fundraising.

**Collaboration:** Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

**Operational Effectiveness:** Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals,

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clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

*Personal Growth:* Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

**QUALIFICATIONS:**

1. Meets educational and experience qualifications established by state law.
2. At least 21 years of age.
3. CPR, First Aid, Universal Precautions, and Child Abuse Prevention training within 30 days of hire.
4. Current physical exam.
5. Fingerprinting within 60 days of hire.
6. Ten professional development DHS approved credits each year.
7. Ability to plan, organize, and implement age-appropriate/developmentally appropriate program activities.
8. Flexibility and ability to work independently while cooperating with other staff, participants and volunteers.
9. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

**PHYSICAL DEMANDS**

1. Ability to lead and participate in a high range of activities in a variety of outdoor and indoor settings.

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Employee Signature

\_\_\_\_\_  
Date

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Supervisor Signature

\_\_\_\_\_  
Date