



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

JOB TITLE: Camp Specialist  
Hourly

JOB CATEGORY: Part-Time (Seasonal)

DEPARTMENT: Summer Camp

REPORTS TO: School Aged Child Care Director

**STARTING SALARY: \$14.00**

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It is the policy of the Pav YMCA that employment decisions shall be based on merit, qualifications, and competence. Except where required by law, employment practices shall not be influenced or affected by virtue of an applicant's or employee's race, color, religion, sex, sexual orientation, national origin, age, ancestry, physical or mental disability, medical condition, marital status, pregnancy, childbirth or related medical condition or any other characteristic protected by law.

**FUNCTION:**

To run specified summer camp specialty

**QUALIFICATIONS:**

- Must be at least 18 years old
- Must be available to work 9 of 10 weeks that camp is in session
- Must have the ability to communicate effectively with children, parents and YMCA staff
- Display tact, patience, sensitivity and the ability to relate well with co-workers

**CERTIFICATIONS:**

- New Employee Orientation (must obtain within 90 days of employment)
- Department Specific Insurance Trainings (must obtain within 90 days of employment)
- CPR, First Aid, AED (must obtain within 90 days of employment)

\*It is the responsibility of the employee to obtain and maintain all certifications required to perform this position, in accordance with Pav YMCA guidelines



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**RESPONSIBILITIES:**

- Presents self as a good role model
- Create weekly lesson plans for all ages that focus on your specialty while incorporating the camps weekly theme and present them to day camp supervisor three weeks before including any supplies you need
- Create a flexible plan so children are engaged in a meaningful activity while in your specialty
- Supervise a group of children staff and be engaged with children at all times
- Greet parents and assist with sign in and sign out process
- Arrive 15 minutes before your scheduled shift
- Be knowledgeable of the campers name, health history, and any other information on their medical card
- Encourage children to safely participate in each activity
- Come prepared to participate in all activities throughout the camp day including but not limited to swimming, rock wall climbing
- Follow the same rules you expect children to follow
- Enforce zero tolerance for bullying, taunting and teasing
- Wear appropriate clothing; staff shirt is required daily, length appropriate shorts, shoes to participate in all activities (indoor and outdoor)
- Be prepared to occasionally move supplies, equipment, stand for long periods of time and sit on the floor
- Never transport a child in your vehicle
- Never insult disrespect a child, their family or activity
- Create and ensure safe and welcoming environment
- Ability to enforce policies, problem solve and handle emergency situations
- Ability to assist and communicate with all populations of people regardless of race, age, and special needs
- Demonstrate the YMCA core values of Caring, Honesty, Respect and Responsibility
- Attend trainings when appropriate
- Support YMCA special events, signature events, and campaigns
- Perform all tasks to the best of your ability and with a positive attitude
- Other duties assigned by the School Aged Child Care Director and Membership/or Executive Director/CEO

**Read and agreed upon by:**

Staff Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_



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Date: \_\_\_\_\_

Date: \_\_\_\_\_