



### **The Bangor Y**

127 Hammond Street and 17 Second Street, Bangor, ME 04401  
Phone 207-941-2815 or 207-941-2808 Fax 207-941-2819 or 207-941-2812

## **Camp Molly Counselor Job Description**

**Date Revised:** March 1, 2009  
**Department:** Camp Molly Molasses  
**Reports To:** Camp Molly Molasses Director and Assistant Director

### **Job Summary**

- ✓ To implement a program that provides a fun, safe, developmentally appropriate, healthful and nurturing child-centered environment.

### **Education**

- ✓ Training and experience in childhood education and recreation or related field as required by state licensing.

### **Experience**

- ✓ Enjoy working with children.
- ✓ Emotional maturity, good moral character and integrity.
- ✓ Adaptability in outdoor, unstructured situations.

### **Special Training, Skills and/or Certifications**

- ✓ The ability to be a team player is essential.
- ✓ Good swimming ability is preferred.
- ✓ CPR and 1<sup>st</sup> Aid Certification is preferred.

### **Responsibilities**

- ✓ Adhere to the Code of Conduct and all other policies implemented by the Bangor Y.
- ✓ Work closely with the Director, Assistant Director, Co-Counselors, Junior Counselors, Program Directors, parents and volunteers to develop a program that provides for each child's social, emotional, cognitive and physical development.
- ✓ Promote and articulate the mission, goals and philosophy of the Bangor Y and the program.
- ✓ Plan weekly developmentally appropriate activities that are based on a theme and follow weekly schedule provided by the Director/Assistant Director. Schedules must be submitted to and discussed with the Director the Wednesday before each week of implementation.

- ✓ Assist in instructing children in program areas as required by Program Directors (art, sports, adventure, swim, etc).
- ✓ Attend staff meetings as required.
- ✓ Attend training workshops as required.
- ✓ Attend and participate in sleepovers as required.
- ✓ Meet with the Director/Assistant Director periodically to discuss plans, problems, and appraisal of his/her work.
- ✓ Assist in maintaining the overall order, neatness and cleanliness of the camp program.
- ✓ Develop and implement of a well planned, age appropriate program of instruction in both sports and games for all children in your unit.
- ✓ Provide for supervision of children, both indoors and out of doors, that meets proper child/staff ratios and provides for a safe and healthful environment.
- ✓ Notify the Camp Director/Assistant Director of child or staff illness.
- ✓ Notify the Camp Director/Assistant Director of any injury to a child or staff member. An accident report will be filled out within two hours of occurrence of injury. Obtain parental/guardian signature that day. This will be submitted to the Camp Director.
- ✓ Report to the Camp Director/Assistant Director any person exhibiting atypical behavior in the vicinity of the program. The staff will remove the children from the area.
- ✓ Release children only to authorized individuals. It will be the Counselor's responsibility to familiarize and update his/her knowledge of who children should be released to. All persons picking up children that you are not familiar with must be asked for ID, as required.
- ✓ Notify the Camp Director/Assistant Director of any suspicions of abuse/neglect of a child.
- ✓ Maintain the confidentiality of children and their families enrolled in the camp program.
- ✓ Maintain a warm and friendly disposition with all children, parents, and staff.
- ✓ Review packets for each camper in your unit by the first day of each session and be familiar with any medical/health issues and how to deal with them if they occur.
- ✓ Arrive at the waterfront appropriately clothed and prepared to go in the water during scheduled swim periods.
- ✓ Help in planning of, and participate in all camp-wide activities/special events.
- ✓ Supervise his/her unit at all times.
- ✓ Responsible for taking campers' attendance and giving numbers to Camp Directors as required.
- ✓ Report directly to the Director/Assistant Director when calling in sick or if you are going to be late for your shift. Leave several messages at all contact numbers if you cannot speak directly to the Director.
- ✓ Take the initiative and provide activities for children when idle.
- ✓ Perform all other duties as assigned.

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By signing below, I agree to accept the position as it is described in this job description.

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Camp Molly Counselor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Camp Molly Director

\_\_\_\_\_  
Date