



**The Bangor Y**

**YMCA and YWCA of Greater Bangor**

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

**Job Description**

**Date** 3/10/2008  
**Job Title** Counselor  
**Department** Camp Molly Molasses  
**Reports to** Director/Assistant Director

**Job Summary**

Implement a program that provides a safe, healthy and nurturing child-centered environment.

**Education**

**Experience**

Enjoy working with children.  
Emotional maturity, good moral character and integrity.  
Adaptability in outdoor, unstructured situations.  
A pleasant personality.

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

Good swimming ability preferred.  
C.P.R. certification preferred.

**Physical Demands**

**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. (i.e. Arts & Crafts)
- 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.
- Take the initiative and provide activities for children when idle.
- Perform all other duties as assigned

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

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Counselor                      Date

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Camp Molly Director      Date

Modified on