



**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** 2/1/06

**Job Title** Junior Counselor

**Department** Camp Molly Molasses

**Reports to** Director/Assistant Director and Counselor he/she is assigned to

### **Job Summary**

Assist in the implementation of 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.  
Experience working with children is helpful.  
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, Counselors, Co-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.
- Assist the Counselor in planning weekly developmentally appropriate activities that are based on a theme and follow weekly schedule provided by the Director/Assistant Director.
- 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 and Counselor periodically to discuss plans, problems, and appraisal of his/her work.
- Assist in maintaining the overall order, neatness and cleanliness of the camp program.
- 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. 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 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.
- 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.
- Report directly to the Director/Assistant Director when calling in sick or if you are going to be late for your shift.
- Take 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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Junior Counselor

Date

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Camp Molly Director

Date

Modified on