



Camp Abnaki

Summer:

1252 Abnaki Road
North Hero, VT 05474
(802) 372-8275
www.campabnaki.org

Winter:

Greater Burlington YMCA
266 College Street
Burlington, VT 05401
(802) 862-9622
Fax: (802) 862-9984



YMCA
We build strong kids,
strong families, strong communities.

YMCA CAMP ABNAKI JUNIOR CABIN COUNSELOR JOB DESCRIPTION

REPORTS TO: Village Director

REVISED: 11/13/2008

GENERAL FUNCTION

To achieve the goals and objectives of camp by:

1. Providing cabin leadership to a group of boys aged between 6-16.
2. Providing leadership in one or more program areas
3. Participating in the planning and implementation of all camp and village programs.

MINIMUM REQUIREMENTS

1. Must have completed at least Junior year of High School.
2. Leadership experience with youth groups, ie church, school, scouting etc.
3. Find enjoyment in outdoor living and have an appreciation and understanding of the natural environment.
4. Skill and ability in leading one or more program areas.
5. Good health, vitality, maturity and moral character.
6. Good written and oral communication skills.
7. Enjoy working with children and have the ability to understand the needs of campers while placing these needs (and those of camp) ahead of personal desires.
8. Sympathy with and committed to carrying out the basic purposes of the Camp.
9. Current First Aid and CPR certifications.
10. Physical ability to fully participate in all types of camp games, sports activities, and emergency procedures.

ESSENTIAL FUNCTIONS

1. Communicate, supervise and work with assigned ages and skill levels and provide necessary instruction.
2. Observe camper and staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques.
3. Respond appropriately to aquatic and land based emergencies and situations requiring first aid.
4. Live on site in the camp environment for the duration of the season.



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JOB RESPONSIBILITIES

1. Live in a cabin with a group of 6-10 boys for the duration of their stay.
2. Encourage and support campers to be responsible for their own health and safety, including good hygiene habits (showering, tooth brushing, etc.), use of sunscreen & bugspray, adequate sleep, healthy eating habits and proper hydration.
3. Be a positive role model through your daily actions, and help encourage physical, spiritual, and emotional growth in campers.
4. Supervise and lead campers at all times in the cabin, including leading cabin clean-up, cabin activity, rest hour, cabin chat, and lights out.
5. Maintain a quality program including teaching skill classes, leading evening programs, and assist in the planning & implementation of special programs.
6. Actively supervise campers throughout the day, including during Free Time or Camper's Choice periods, Bug Duty, during meals, during cabin report/flagpole, and at any other time campers are present.
7. Communicate any and all challenges or camper issues to the Village Director or other appropriate members of the Admin Team.
8. Submit CCRs or other paperwork to Village Director by the required deadline.
9. Manage personal time off in accordance with camp policy.
10. Manage behavior of campers, especially with regards to physical, emotional, and verbal abuse or bullying of others.
11. Assist campers in keeping track of their belongings, including bringing lost and found to a designated location.
12. Maintain a positive relationship with campers, staff, and parents.
13. Care for and help to maintain equipment, supplies, facilities, and camp property.
14. Be willing to perform other duties as assigned.

EFFECT ON END RESULTS

1. Direct effect on the quality of a camper's experience and character development.
2. Direct effect on the quality of the programs managed for campers.



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BENEFITS:

Benefits are dictated by the Greater Burlington YMCA Human Resources Policy.

Other Requirements:

New staff must attend the following Greater Burlington YMCA trainings:

- Behaviour Management
- Prevention of Child Maltreatment
- Blood-Borne Pathogens

In accepting this position, you have committed yourself to being self motivated, flexible and highly skilled in many areas. You are required to be organized, scheduled and excel at communication. Staff must be here for the camper and camp first then themselves.

This position is created according to numbers of youth that participate in the program. The YMCA reserves the right to reduce hours and schedules according to enrolment or need. If at anytime enrolment decreases, the YMCA reserves the right to give two weeks notice of a reduction in hours or termination of employment. Likewise, it is expected that staff members will give a minimum of two weeks notice for resignation of employment.

I certify that I have read the above job description and agree with the responsibilities and expectations as they relate to my job. Failure to perform any above mentioned responsibilities may be cause for dismissal. I accept the position of Junior Cabin Counselor and agree to abide by the job description and policies of the YMCA.

Employee's Signature

Date

Supervisor's Signature

Date

This is effective from the date of Signature through _____.

Implementing an initiative like a summer resident camp requires extra time, energy, and dedication. We expect our staff to maintain the high quality standards and expectations of Camp Abnaki programs and to contribute as much time and energy as necessary to meet such standards and expectations of the administration. It is necessary that staff continually seek to improve, refresh, and renew their professional opinions and approach. Please see your contract for specific start and end dates.