

---

<b>Job Title:</b>	<b>Youth Counselor</b>	<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Department:</b>	<b>Youth/ Family/Adult Programming</b>	<b>Prepared Date:</b>	<b>August 2018</b>
<b>Reports To:</b>	<b>Youth &amp; Family Program Manager and Summer Camp Director</b>		

---

*All employees are expected to represent the J's Vision, Mission, and Values while conducting their job duties:*

Vision: The Stroum Jewish Community Center will inspire connections that build community and ensure Jewish continuity. Mission: Together we celebrate outstanding programs, partnerships, and spaces that welcome everyone to learn, grow, and celebrate Jewish life and culture. Values: K'lal Yisrael (Jewish Peoplehood), Hachnasat Orchim (Welcoming Everyone), Limud (Learning), Simcha (Joy), Derech Eretz (Respect and Common Courtesy), Shmirat haNefesh v'haGuf (Taking Care of Oneself, Body and Soul), Kehillah shel Chaverim (A Community of Friends).

**Position Summary:**

The Youth Counselor is responsible for facilitating and implementing educational and recreational services while providing a safe environment for campers/children in Kidstown, Summer Camp, or any other SJCC venue where childcare is being provided. This position is the primary caretaker for campers, ensuring that campers have a safe, secure, happy, and fun-filled camp experience.

**Essential Duties and Responsibilities:**

- Oversee safety and well-being of all children and campers.
- Model positive, professional, and appropriate behavior at all times, serving as a positive role model for campers/children.
- Facilitate the daily routine, plan activities, and implement programs for campers, with oversight from the Camp Director.
- Ensure camp unit feels unique through attention, care, and special programs.
- Oversee and participate in planning of choice activities of assigned children/campers.
- Maintain schedule and accurate attendance for assigned children/campers; ensure campers are at all scheduled activities on time.
- Teach or lead activities as needed; assist campers/children in activities when other staff members are leading.
- Work effectively with the Camp Director and/or co-Counselor.
- Carry out established SJCC, Kidstown, and/or Camp procedures and rules.
- Learn the name of every camper along with his/her emotional, social, and physical status, as well as the likes and dislikes of each camper/child.
- Share in proper maintenance and help ensure cleanliness of Kidstown and/or Camp facilities.
- Serve as positive role model for children/campers.
- Maintain good public relations and communications with parents.
- Address disciplinary issues within SJCC policies/procedures.
- Attend camp orientation and staff meetings.
- Perform work on weekends and evenings as needed to meet applicable deadlines or scheduling needs.
- Other duties may be assigned.

**Supervisory Responsibilities:**

This position does not have supervisory responsibilities.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience:

High school diploma or general education degree (GED) required. At least two months of related experience and/or training required.

Certificates and Licenses:

Current CPR and First Aid Certification required and must be maintained.

Computer Skills:

Working knowledge of Microsoft Word, Excel, Outlook, and Powerpoint is preferred.

Language Skills:

Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

Math Skills:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability:

Ability to apply common sense understanding to the carrying out of simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

**Physical Demands and Work Environment:**

The information described below represents the physical activities and surroundings one may encounter when performing the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: To perform the job, the employee is frequently required to talk, hear, stand, walk, stoop, climb, balance, kneel, bend, crouch, crawl, and reach with hands and arms. The employee must regularly lift 20 pounds and may push/pull up to 50 pounds. Specific vision requirements include close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Environmental Conditions: The work is performed in a play/activity area with kids' toys and climbing equipment. The noise level is moderate to loud.