



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## McGaw YMCA In Evanston Camp Echo Job Description

**TITLE:** Child Care and Day Camp Staff  
**REPORTS TO:** Child Care Coordinator (MWFSS), Day Camp Director (TTh)  
**SUPERVISES:** None

### **SPECIFIC DUTIES** (Mondays, Wednesday, Fridays, Saturdays, Sundays -- except Layovers)

- Implements the Child Care Program as developed by the Child Care Coordinator.
- Operates under the ultimate supervision of the parent(s) of the children, who will be on camp property.
- Clears any unscheduled, unplanned, or spontaneous activities with the parents before starting.
- Clears any TP purchases, food or non-food, with parents ahead of time.
- Responsible for one to three staff children who are entering 1<sup>st</sup> grade or younger.
- At the start of the session, works with Child Care Coordinator and parent(s) to create a daily schedule.
- Spends free evenings engaged in camp activities, helping with the Echo program, as time permits.
- Recognizes that other staff have duties and responsibilities and that they are not to be distracted from their jobs.
- Recognizes that Child Care activities should not interfere with, or detract from, the experience of paying campers.

### **SPECIFIC DUTIES** (Tuesdays and Thursdays)

- Shares the duty of assisting with morning pickup of the Day Campers at Pathfinder School in Fremont (8:00 am).
- Works Day Camp (morning activities, lunch, beach time from 1-2, quiet time from 2-3, afternoon activities).
- Shares the duty of assisting with afternoon drop off of the Day Campers at Pathfinder School (5:00 pm.)

### **RESTRICTIONS**

- If under 18 and still in HS, may not be assigned to do anything prohibited under work permits.

### **ADDITIONAL DUTIES**

- Maintains the cleanliness of the living space to which he or she is assigned.
- Models, teaches, and upholds the Camp Echo Code of Conduct and protects the well-being of all campers.
- Plans and coordinates, with other staff, evening programs and Olympics
- Aids in the development and education of LITs and CITs
- Cares for and maintains equipment, supplies and property of camp
- Shares responsibility of staffing layovers with other staff members
- Shares responsibility of staffing bus duty with other staff members
- Maintains positive relationships with campers, parents and other staff
- Encourages physical, emotional and spiritual growth and positive character development in all campers
- Works to increase his or her own cultural competence and helps to create an environment that values diversity
- Prepared to do anything else deemed necessary by the Camp Director.

### **QUALIFICATIONS**

- Finished 3 or 4 years of high school -- age 16 or older -- under 18 and still in HS requires Michigan "work permit"
- Certified in CPR, First Aid and preferably Lifeguard
- Possess a variety of skills and camping experience
- A commitment to working with a diverse staff and camper population for the fulfillment of YMCA goals