



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## McGaw YMCA In Evanston Camp Echo Job Description

**TITLE:** Teen xTreme Counselor  
**REPORTS TO:** Teen Camp Director  
**SUPERVISES:** None

### SPECIFIC DUTIES

- Responsible for the direction, leadership, safety, and well-being of 12-14 campers living in The Village.
- As an experienced counselor, follows all suggestions and guidelines in the Senior Counselor job description.
- Together with the other Teen xTreme Counselors ...
  - Plans and implements a challenging, safe, fun, age-appropriate Teen xTreme program for the session.
  - Plans a daily schedule and activities that are consistent with the goals of the program.
  - Works with the Teen Camp Director to schedule time in Main Camp activity areas, if appropriate.
  - Works with the Experiential Learning Coordinator to facilitate appropriate group-building exercises.
  - Plans "TxT Only" evening programs most evenings, depending on the Main Camp program.
- Works with the other Teen Camp Staff to plan "all teen" evening programs and gatherings.
- Together with the other Teen xTreme Counselors, leads an off-camp climbing trip, and other trips.
  - Works with the Teen Adventure Coordinator on pre-trip logistics and preparation as needed.
  - Verifies that the trip itinerary is accurate and that emergency and check-in procedures are in place.
  - Checks out food, gear, and van keys, and cash from the Teen Adventure Coordinator.
  - Shares the van driving duties with the other Teen xTreme Counselors, if 21 or older.
  - Follows all applicable state laws and speed limits when driving camp vans.
  - Conducts all aspects of each trip from start to finish. Cooperates with outside outfitters and experts.
  - Turns in keys to, and checks in the van with, the Teen Adventure Coordinator.
  - After each trip, returns leftover cash and accurate expense records to the Teen Adventure Coordinator.
  - After each trip, returns clean gear, reports repair needs or problems, and accounts for gear not returned.
- At the end of each session, submits teen leadership evaluations to the Teen Camp Director.
- Reports maintenance needs to the Property Manager.
- Responsible for creating or updating a program notebook on the Teen xTreme Program.

### ADDITIONAL DUTIES

- Attends vehicle safety sessions with the Property Manager prior to driving any camp vehicle.
- Shares, with other Teen Camp Staff, the job of picking up and dropping off of rented vans.
- Maintains the cleanliness of the living space to which he or she is assigned.
- Serves as a mentor to younger staff in general; specific assignments may also be made by your supervisors.
- Models, teaches, and upholds the Camp Echo Code of Conduct and protects the well-being of all campers.
- Cares for and maintains equipment, supplies and property of camp
- Shares responsibility of staffing layovers 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

- Age 21 or older
- Certified in CPR, Lifeguard, and Wilderness First Responder
- Valid drivers license and a clean driving record
- Experience with campers in a wilderness setting or on camping trips
- Leadership ability and teamwork oriented
- 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