



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

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# Akron Area YMCA Job Description

Incumbent:

Job Title: Respite Counselor

Reports to: Program Director

FLSA Status: Seasonal, Daily Rate

Date:

## Position Summary:

Respite counselors will supervise and assist daily needs of campers with disabilities (including feeding, showering, toileting, & dressing). Lead daily activities: arts & crafts, games, dance, music, water, nature, evening programs and chapels. Act in a responsible manner while employed, on and off camp grounds, to set a proper example. Work in collaboration with other staff to make the respites rewarding, challenging and safe experience for all. Program are camp related Staff will work long hours providing the campers with fantastic experiences. Staff are expected to participate in all activities with the campers which may include: riding on pontoon boats, canoeing, swimming in the lake, playing outdoor games, hiking, and crafts. This is a live-in position with staff members required to live in a cabin with campers. This position requires leadership by example.

## Essential Functions:

1. Live with cabin group and help each camper adjust and grow with other campers.
2. Assist in developing individual camper's independence, self-esteem, and peer relationships in the summer camping environment.
3. Design/lead activities that are safe, fun and promote cabin unity.
4. Organize campers for daily cabin clean up and camp improvement duties.
5. Arrive on time.
6. Interpret safety and health rules, as well as other camp policies, to campers.
7. Actively participate in all activities including waterfront, evening programs, & special events.
8. Use behavior management techniques as outlined in the policy and procedure handbook.
9. Evaluate camp program and provide input in to support staff and directors.
10. Abide by mandatory reporting policies, as described in the policy and procedure handbook.
11. Ensures proper maintenance and upkeep of camp grounds and facilities, reporting any maintenance concerns to the Program Director.
12. Provide the extra needed medical and personal attention required by campers with disabilities.
13. Offer enthusiasm for camp life and programs.
14. Other duties as assigned by the Program Director or staff leaders.

## YMCA Competencies (Leader):

- Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.
- Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.



- ***Operational Effectiveness:*** Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience.
- Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.
- ***Personal Growth:*** Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

**Qualifications:**

1. Must be at least 18 years of age.
2. Must have completed one year of college or equivalent life experience.
3. Experience and/or training in youth work.
4. Must display an overall willingness to do what needs to be done with a positive attitude to provide the best experience possible for our campers.
5. Must be able to multi task and have excellent organizational skills.
6. Must be able to demonstrate YMCA values: caring, honesty, respect, responsibility, and faith.
7. Staff are expected to obtain CPR, & First Aid Certifications at earliest training possible. Optional lifeguarding and boat trainings are available prior to staff training.

**Physical Demands:**

- Must be able to lift 50 pounds independently and have the mental capability to make good decisions which affect those around them.
- Must be willing to live and work in a community atmosphere.

**Performance Objectives:**

- Ensure that the campers are safe and having a fun camp experience.
- Meet and exceed the goals of our Member Service Promise.
- Meet ACA Accreditation Standards.

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Staff Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date