



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

CAMP JORN YMCA-PROGRAM COUNSELOR AND PROGRAM AREA INSTRUCTOR

Job Title: **PROGRAM COUNSELOR AND PROGRAM AREA INSTRUCTOR**

FLSA Status: Exempt

Status: Seasonal

Reports to: Resident and Day Camp Program Directors

Department: Summer Camp

Revision Date: 10/10/2025

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Provides leadership to plan and deliver activities for campers in Day and Resident Camp programs.

ESSENTIAL FUNCTIONS:

1. Create, plan and lead structured camp activities in accordance with Camp Jorn guidelines for campers. This includes daily mixed-age classes and cabin/group activities.
2. Build effective, authentic relationships with campers; helping them connect with each other, with nature, and to Camp Jorn YMCA through outdoor experiences, team-building and reflections.
3. Uphold and maintain Camp Jorn, YMCA and ACA standards in regards to camp activities.
4. Supervise camper behavior and apply appropriate behavior management techniques.
5. Model and mentor campers in developing strong character with a focus on our core values of Respect, Responsibility, Caring, Honesty and Personal Growth.
6. Ensure and enforce all safety, health and emergency policies and guidelines among campers, peers, parents, and guests.
7. Clean, organize and maintain program spaces and equipment before, during and after activities as well as during session opening and closing.
8. Assist with check-in/check-out processes while displaying professionalism and forming connections with families.
9. Other duties as assigned, including but not limited to: Kitchen and dishwashing assistance, general maintenance, camp beautification, cleaning bathrooms, lifeguarding, etc.

RESIDENT CAMP SPECIFIC FUNCTIONS:

1. Live and sleep in Cabins with a co-counselor and up to 10 campers ages 8-14, modeling healthy living, facilitating group dynamics and attending to camper needs.
2. Co-lead wilderness camping trips for 1 to 3 nights per session.

DAY CAMP SPECIFIC FUNCTIONS:

1. Rotationally chaperone morning and/or afternoon bus transport for campers.
2. Meaningfully engage with, supervise and mentor kids ages 7-12.

FLEX SPECIFIC FUNCTIONS:

1. Be flexible and versatile to work in both Day Camp and Resident Camp programs, potentially

switching from week to week as needed. May include working in the Sprouts program (5&6 year-olds).

2. Be a positive force in uniting staff and campers from different programs, while advocating for all.

PROGRAM AREA SPECIALIST:

1. Main Instructor of selected program area (Fishing, Ecology, Health and Wellness, Target Sports and Canoe/Kayak)
2. Responsible for inventory and requesting purchases from the Operations Director when needed.
3. Responsible for creating lesson plans and instructing campers while at the specific areas.
4. Ensure additional counselors are trained in specialized areas.
5. Keep program area and supplies clean, organized, and

Health and Wellness:

1. Assists with leading, scheduling, planning, and preparing the areas and programs at camp that promote health and wellness, such as: Nurse rotations and communication, Health Lodge exam room and supplies, First Aid Kits and AEDs, yoga, nutrition, and outdoor wellness.
2. Responsible for providing a safe, high-quality environment for all campers and staff through maintaining compliance with program policies, procedures and schedules.
3. Provide guidance, feedback and resources to staff and campers.
4. Ensure and enforce all safety, health and emergency policies and guidelines among campers, peers, parents, staff and guests.
5. Uphold and maintain Camp Jorn, YMCA and ACA standards in regards to camp activities.
6. Offer yoga classes on a regular basis for campers and during evenings for staff.
7. Be an active member of the Lead Team – assist and participate in special activities, evening activities, opening/closing day events and counselor coverage.
8. Assist in the restoration of the “Trails” Legacy program, a tradition at Camp Jorn that has been set aside. Support Shannon Staff in being “Trails” leaders.
9. Assist with creatively leading additional program areas and/or cabin or trip group coverage when needed.
10. Drive and accompany campers who need to go off camp to a medical clinic.
11. Establish, maintain and monitor hydration and hand washing stations for campers and staff.
12. Build effective, authentic relationships with campers; helping them connect with each other and to Camp Jorn YMCA.
13. Assist with check-in/check-out processes while displaying professionalism and forming connections with families.
14. Other duties as assigned, including but not limited to: kitchen/dishwashing assistance, general maintenance, camp beautification, cleaning bathrooms, lifeguarding, etc.

Ecology:

1. Oversee the program area of Ecology and Environmental Stewardship, including planning unique, interactive, outdoor lessons for Daycamp, Resident Camp and CJ Sprouts classes and activities.
2. Maintain the CJ garden, including appropriate watering, planting, and harvesting, while incorporating educational garden and food sovereignty programming.
3. Oversee the composting of raw kitchen scraps and snacks, teaching staff and campers about composting and maintaining compost piles, including composting toilets.
4. Uphold and maintain ACA standards in regards to instructing and educating.
5. Embrace and embody a philosophy of respect, reciprocity and responsibility towards the Earth, inspiring campers to consider their environmental impact and feel connected with nature.

6. Ensure wilderness safety through teaching situational awareness while venturing into the North Woods. Assist program staff and counselors with safe instruction of environmental exploration.
7. Contribute to and help execute initiatives of the Eco Sustainability Committee. Notice and plan ways that camp can become more sustainable and eco-conscious.
8. Maintain cleanliness and organization of program spaces and equipment.
9. Build effective, authentic relationships with campers; helping them connect with each other and to Camp Jörn YMCA.
10. Be an active part of the Lead Team, helping with evening activity and special programming.
11. Other duties as assigned, including but not limited to: Kitchen and dishwashing assistance, general maintenance, camp beautification, cleaning bathrooms, lifeguarding, etc.

FISHING:

1. Oversee the program area of Fishing, including coordination and instruction of daily classes and activities for kids ages 7-17. This includes leading Fishing Specialty Camps for both Day and Resident camps.
2. Safely drive the fishing pontoon boat and manage campers and counselors from the boat.
3. Create detailed lesson plans for fishing classes tailored to learning objectives, with a focus on safety, skill development, confidence and fun.
4. Uphold and maintain ACA standards in regards to Fishing and boating activities.
5. Teach campers and staff proper fishing techniques and skills, help them understand local fish populations, and ensure the safe use of fishing equipment.
6. Ensure safety through regular maintenance checks of equipment and facilities, especially the fishing pontoon boat. Complete repairs as needed, in partnership with the maintenance department.
7. Ensure fuel levels are maintained and assist with refueling boats.
8. Maintain cleanliness of program spaces through organization and proper storage of equipment.
9. Assist program staff and counselors with safe instruction of fishing.
10. Build effective, authentic relationships with campers; helping them connect with each other and to Camp Jörn YMCA.
11. Be an active member of the Lead Team – assist and participate in special activities, evening activities, opening/closing day events and counselor coverage.
12. Assist with creatively leading additional program areas and/or cabin or trip group coverage when direct support is not needed.
13. Drive and support logistical work as needed.
14. Understand and commit to the YMCA core values of caring, honesty, respect, and responsibility.
15. Other duties as assigned, including but not limited to: Kitchen and dishwashing assistance, general maintenance, camp beautification, cleaning bathrooms, lifeguarding, etc.

Target Sports:

1. Oversee the program areas of archery, riflery, slingshots and hatchet throwing, including coordination and instruction.
2. Create detailed lesson plans for Target Sports classes tailored to learning objectives, with a focus on skill progression, safety, confidence and fun.
3. Uphold and maintain ACA standards in regards to target sports.
4. Ensure safety through regular maintenance checks of equipment and facilities. Repair and restock as needed.
5. Maintain cleanliness of program spaces through organization and proper storage of equipment.
6. Embody a sensitive, safe and professional attitude towards shooting.
7. Assist program staff and counselors with safe instruction of target sports.

8. Build effective, authentic relationships with campers; helping them connect with each other and to Camp Jörn YMCA.
9. Be an active member of the Lead Team – assist and participate in special activities, evening activities, opening/closing day events and counselor coverage.
10. Other duties as assigned, including but not limited to: Kitchen and dishwashing assistance, general maintenance, camp beautification, cleaning bathrooms, lifeguarding, etc.

Canoe and Kayak

1. Oversee the program areas of canoeing and kayaking including coordination and instruction.
2. Create detailed lesson plans for Canoeing and Kayaking classes tailored to learning objectives, with a focus on safety, skill development and fun.
3. Uphold and maintain ACA standards in regards to Canoeing, Kayaking and Paddleboating activities.
4. Teach campers and staff proper canoe paddle strokes as well as shallow and deep water capsize recovery to prepare them for overnight trips.
5. Ensure safety through regular maintenance checks of equipment and facilities. Complete repairs as needed, in partnership with the maintenance department.
6. Maintain cleanliness of program spaces through organization and proper storage of equipment.
7. Assist program staff and counselors with safe instruction of boating.
8. Build effective, authentic relationships with campers; helping them connect with each other and to Camp Jörn YMCA.
9. Be an active member of the Lead Team – assist and participate in special activities, evening activities, opening/closing day events and counselor coverage.
10. Assist with creatively leading additional program areas and/or cabin or trip group coverage when direct support is not needed.
11. Drive and support logistical work as needed.
12. Understand and commit to the YMCA core values of caring, honesty, respect, and responsibility.
13. Other duties as assigned, including but not limited to: Kitchen and dishwashing assistance, general maintenance, camp beautification, cleaning bathrooms, lifeguarding, etc.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Builds effective, supportive working relationships with staff.

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. Strives to 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.

QUALIFICATIONS:

1. At least 18 years of age.
2. Possess or intend to acquire current American Red Cross Lifeguard Certification, unless physically unable or limited by health conditions, as well as CPR/First Aid/AED.

3. Passion for working with children outdoors - previous camp experience preferred.
4. Proven ability to work as a member of a team and accomplish tasks.
5. Good character, integrity, creativity and adaptability - able to maintain professionalism & positivity under stressful or changing circumstances.
6. Ability to build authentic relationships with campers, peers, parents and staff.
7. Ability to accept guidance and supervision.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical ability to plan, lead and participate in camp activities such as but not limited to hiking, canoeing, running, physical games, and activities.
- Physical ability to lift equipment up to 50 pounds.
- The ability to work in outdoor conditions and environments for extended periods of time.
- Ability to work in loud, high-energy and at times overstimulating environments.
- **RC SPECIFIC:** Ability to live in a cabin with another staff member and 8-10 campers
- Ability to respond to the emotional and physical needs of campers, **RC SPECIFIC:** even at odd hours or in the night.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____