FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CAMP JORN YMCA - PROGRAM ASSISTANT

Job Title: **SHANNON STAFF**
FLSA Status: Exempt
Status: Seasonal
Dates: June 11-July 2, 2027
Department: Summer Camp
Reports to: Shannon Staff Director
Revision Date: Launched 11/16/2026

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 support and deliver activities for campers in Day and Resident Camp programs. Provides energetic initiative to complete kitchen and maintenance tasks for Camp Jorn to run efficiently. Increase skill, experience and knowledge with regards to tripping in the Northwoods. Increase ability to supervise children, manage behaviors and create a fun, healthy and enriching environment for all campers.

ESSENTIAL FUNCTIONS:

1. Joyfully dive into duties as assigned, including but not limited to: kitchen and dishwashing assistance, general maintenance, camp beautification, cleaning bathrooms, lifeguarding, raking, painting, etc.
2. Lead structured camp activities in accordance with Camp Jorn guidelines for campers. This includes daily mixed-age classes and cabin/group activities.
3. 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.
4. Uphold and maintain Camp Jorn, YMCA and ACA standards in regards to camp activities.
5. Supervise camper behavior and apply appropriate behavior management techniques.
6. Model and mentor campers in developing strong character with a focus on our core values of Respect, Responsibility, Caring, Honesty and Personal Growth.
7. Ensure and enforce all safety, health and emergency policies and guidelines among campers, peers, parents, and guests.
8. Clean, organize and maintain program spaces and equipment before, during and after activities as well as during session opening and closing.
9. Assist with check-in/check-out processes while displaying professionalism and forming connections with families.

RESIDENT CAMP SPECIFIC FUNCTIONS:

1. Live and sleep in Cabins with a co-counselor(s) 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 4 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.

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 17 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.

- Shannon Staff will be supervised by adult staff as they are minors on camp. They will be respected as staff members and expected to work and spend time off in accordance with Camp Jorn's values and policies.
- 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.
- Ability to live in a cabin with other staff members and/or 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: _____