



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA JOB DESCRIPTION

Job Title: **After School Counselor**

FLSA Status: Part-Time (Hourly)

Reports to: After School Coordinator

Revision Date: 7/31/17

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### POSITION SUMMARY:

Provides direct supervision of a group of children in an after school program setting. Provides a quality experience for children and parents focused on YMCA core values: honesty, respect, responsibility, and caring.

### ESSENTIAL FUNCTIONS:

1. Supervises a group of children.
2. Plans and implements program activities that are culturally relevant, developmentally appropriate and consistent with YMCA values.
3. Adheres to program standards including safety and cleanliness standards.
4. Attends staff meetings and trainings.
5. Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
6. Maintains positive relations with parents and other staff. Models relationship-building skills (including Listen First) in all interactions.

### YMCA COMPETENCIES

***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 others. 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 help 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 policies and procedures, strives to meet or exceed goals and deliver a high-value experience for members.

***Personal Growth:*** Pursues self-development that enhances job performance. Demonstrates a willingness to adapt to change, and seek opportunities in the process. Accurately assesses personal strengths and limitations and uses that information to grow. 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. High school graduate or equivalent; one year or more of college preferred.
2. Previous experience working with children preferably in a day camp setting
3. Experience preferred in one or more of the following areas: outdoor living, camping, songs/music, skits, sports, aquatics, recreational games, etc...
4. At least 18 years of age (The age minimum may be higher depending on state law and YMCA policies.)
5. CPR, First Aid, AED certifications and Child Abuse Prevention training within 30 days of hire date.
6. Previous experience with diverse populations preferred.

**PHYSICAL DEMANDS**

Ability to plan, lead and participate in a range of activities in a variety of outdoor/indoor settings.

*I have read and understand the Counselor's responsibilities for the Piedmont Family YMCA After School Program. I understand that my failure to comply with the responsibilities as stated above may ultimately result in dismissal from the YMCA.*

\_\_\_\_\_  
After School Counselor's Signature

\_\_\_\_\_  
Date

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After School Coordinator's Signature

\_\_\_\_\_  
Date