



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: **After School Counselor – Greene County**

Leadership Level: Leader

Status: P/T

Reports to: Youth & Family Director

Pay Rate: \$10.00/hourly

FLSA Status: Non-Exempt

Department: Youth and Family

Revision Date: 6/5/2019

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### POSITION SUMMARY:

The Piedmont Family YMCA is excited to be offering after-school care to elementary age children in Greene County beginning August 14, 2019! Housed at Ruckersville Elementary School, this program will provide enriching activities from 3:00-6:30pm Monday-Friday during the school year. As an after-school counselor, you will work with a group of children planning and implementing a variety of activities each day. You will develop positive, nurturing relationships with children, while building cooperative relationships with parents/caregivers. Join us as we promote and support the potential of Greene County youth through this after-school experience!

### ESSENTIAL FUNCTIONS:

- Ensures the safety and engagement of children in assigned group.
- Provides assistance with homework and encourages academic progress.
- Follows program lesson plans and the implementation plan in a developmentally appropriate manner, meeting the individual physical, social, emotional, and intellectual needs of the participants.
- Provides careful and attentive supervision, alert at all times.
- Serves as a positive role model, demonstrates professional behavior, and understands positive youth development approaches to the academic and social development of youth.
- Facilitates a program environment that invites exploration, promotes positive play, and welcomes children.
- Promotes a team concept through a positive approach to supervision, communication, and interactions with others. Maintains transparent, on-going communication with supervisor.
- Maintains accurate classroom records as assigned and according to program requirements.
- Communicates regularly with parents; attends parent/family events as designated by supervisor.
- Demonstrates a working knowledge of YMCA mission, purpose and goals, childcare policies and YMCA standards; ensures the program meets the highest standards of excellence.

### LEADERSHIP COMPETENCIES:

Advancing Our Mission & Cause: Engaging Community, Volunteerism, Philanthropy, Change Leadership

Building Relationships: Collaboration, Communication & Influence, Inclusion

Developing & Inspiring People: Developing Self & Others, Emotional Maturity

### QUALIFICATIONS:

- Can meet the requirements of an Assistant/ Lead Teacher as detailed in Regulations for Licensed Childcare in Virginia.
- High school graduate or equivalent.
- Previous experience working with children preferably in a school, day camp, or childcare setting.

- Experience preferred in delivering programs in one or more of the following areas: songs/music, arts/crafts, science, math, literacy, drama, physical education.
- At least 18 years of age with reliable transportation and a history of dependability.
- Child Abuse Prevention training within 30 days of hire date.

#### **WORK ENVIRONMENT & 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.

- Ability to plan, lead and participate in a range of activities in a variety of outdoor/indoor settings.
- Ability to lift up to 50 lbs.
- Sufficient strength, agility and mobility to perform essential functions of position and to supervise program activities.
- Noise level: Mild to Moderate Noise Level