



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

PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: '26-'27 Charlottesville Lead After School Inclusion Counselor
Leadership Level: Leader
Department: Adaptive Programming
Reports to: Site Supervisor/Director of Adaptive Programs

Pay Rate: \$18/ hr
FLSA Status: Non-Exempt
Status: P/T
Revision Date: 7/27/26

POSITION SUMMARY:

The YMCA After School Program is looking for a Cause-Driven leader who will be able to provide a safe and quality experience for children with and without disabilities while supporting the Y's focus: Youth Development, Healthy Living, and Social Responsibility.

With support from the Site Supervisor, the Lead Inclusion Counselor will be responsible for assisting with providing direction to a group of elementary-aged children and providing adaptations for students who need more support to successfully participate in the program. This position will adapt and lead daily enrichment lessons, assist with homework support, and participate with the group during health & wellness activities, along with day-to-day site operations. This position does not serve as a 1:1 aide for students with disabilities, but supports students with additional needs and provides direction and modeling to afterschool staff on how to best support students with higher needs.

ESSENTIAL FUNCTIONS:

- Work between 1:45pm-5:30pm, Monday-Friday.
- Review Inclusion Intake forms, work with Director to speak with guardians, write and modify behavior plans and responsible for overseeing implementation throughout the school year.
- Assist with preparing/setting up and implementing daily enrichment activities that are age and ability-appropriate and inclusive for individuals with disabilities and consistent with the Y's values.
- Create program adaptation plans as needed to fit student's needs.
- Provide knowledge of disability and model disability sensitivity, de-escalation and behavior management principles to other afterschool staff.
- Create schedules, visuals, reward systems and behavior management tools as needed to support students.
- Adhere to program standards including safety and cleanliness.
- Supervise the children, classroom, and all activities.
- Create a positive rapport and shared interest with all youth; model relationship-building skills in all interactions and help foster an inclusive and accepting environment.
- Provide and welcome ongoing dialogue with parents and caregivers about their child's needs and progress; connect families to the Y.
- Maintain thorough knowledge of the licensing standards set forth by the Commonwealth of Virginia and maintain compliance at all times.
- Attend and participate in all program activities and team meetings.
- Adhere to the YMCA's core values of caring, honesty, respect, and responsibility.
- Actively seek to continuously update skills by attending outside workshops whenever possible, becoming active in professional organizations and constantly seeking new ideas and materials.

- Be present for conversations and conferences with guardians about discipline or student behavior.
- Develop and maintain good working relationships with the staff, parents and families by way of open communication, positive problem solving, flexibility, and teamwork.
- Create a positive working environment and model positive attitudes and professional tones/interactions with students, caregivers, parents and staff.
- Organize and maintain adaptive equipment, supplies and property.
- Maintain strong communication with the Adaptive Program Director to include updates, needs and concerns.
- Perform other duties as assigned.

LEADERSHIP COMPETENCIES:

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

Building Relationships: Collaboration, Communication & Influence, Inclusion

Leading Operations: Critical Thinking & Decision Making, Fiscal Management, Functional Expertise, Innovation, Program/Project Management

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

QUALIFICATIONS:

- Meets educational and experience qualifications established by the Virginia Department of Education.
- At least 18 years of age.
- At least six months experience working in a supervised child program or setting required; at least one year of experience working with children in a developmental setting is preferred.
- At least 6 months experience working with or volunteering with individuals with disabilities.
- Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.
- Previous experience with individuals with disabilities.
- Ability to develop positive, authentic relationships with people from different backgrounds.
- Participation in required in-service training (24 hours) annually.
- Completion of all required trainings prior to start date.
- First Aid & CPR and MAT certifications within the first 30 days.
- Must pass background check and receive negative TB result before beginning work.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Ability to plan, lead, and implement indoor and outdoor activities appropriate for all ability levels.
- Ability to walk, stand, and sit (including on the floor) for long periods of time.
- 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.
- May involve interaction with students experiencing behavioral or emotional escalation.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____