FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: '26-'27 Red Hill Assistant After School Counselor
Leadership Level: Leader
Status: Part-time
Reports to: Site Supervisor/Director

Pay Rate: $15-$16/hr
FLSA Status: Non-Exempt
Department: Youth Development
Revision Date: 7/2/25

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 while supporting the Y's focus: Youth Development, Healthy Living, and Social Responsibility. The Assistant Counselor will be responsible for aiding the Lead Counselor in providing direction to a group of elementary-aged children. This position will assist a group in daily enrichment lessons, assist with homework support, and participate with the group during health & wellness activities, along with day-to-day site operations.

ESSENTIAL FUNCTIONS:

- Work between 1:45pm-5:30pm, Monday-Friday.
- Assist in preparing/setting up and implementing daily enrichment activities.
- Adhere to program standards including safety and cleanliness.
- Support Lead Counselors in supervising the children, classroom, and all activities.
- Maintain program site and equipment.
- Create a positive rapport and shared interest with all youth; model relationship-building skills in all interactions.
- 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.

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

- At least 16 years of age.
- Previous experience working with children preferred.
- Previous experience with diverse populations preferred. 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 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.
- 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.

SIGNATURE:

I have reviewed and understand this job description.

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Employee Name Employee Signature

_____

Date