



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: **After School Counselor – Assistant**
Leadership Level: Leader
Status: F/T
Reports to: Program Director

Pay Rate: Starting at \$8.50
FLSA Status: Non-Exempt
Department: Youth and Family
Revision Date: 10/15/2019

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 direct supervision of a group of children in a controlled environment. Creates positive, nurturing relationships with children, while building cooperative relationships with parents/caregivers. Promotes and supports the potential of all youth in programs and facilitates peer-to-peer connections as part of the overall after-school experience.

ESSENTIAL FUNCTIONS:

- Ensures the safety and engagement of children in assigned group.
- Provide assistance with homework and encourage academic progress.
- Follows program lesson plans and implementation plan in a developmentally appropriate manner, meeting the individual physical, social, emotional, and intellectual needs of the participants.
- Provides careful, attentive supervision, alert at all times.
- Serves as a positive role model, demonstrates professional behavior and understand 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 on-going communication with supervisor.
- Maintain 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, 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

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

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

QUALIFICATIONS:

- High school graduate or equivalent; one year or more of college preferred.
- Previous experience working with children preferably in a day camp or after-school setting
- Experience preferred in one or more of the following areas: songs/music, arts/crafts, projects, skits etc.
- Meet qualifications of an Assistant Teacher as detailed in Regulations for Licensed Childcare in Virginia. (FBI Fingerprinting and CPS Background Checks)

- At least 18 years of age with reliable transportation and a history of dependability.
- CPR, First Aid, AED certifications and Child Abuse Prevention training within 30 days of hire date.
- Previous experience with diverse populations preferred.

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

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____