



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PIEDMONT FAMILY YMCA JOB DESCRIPTION

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

Pay Rate: Starting at \$10.00
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:

- Supervises and builds relationships with a group of elementary school students.
- Plans and implements program activities that are culturally relevant, developmentally appropriate and consistent with YMCA values.
- Creates an atmosphere that is fun, safe, friendly and challenging.
- Promote an inclusive, welcoming, and respectful environment that embraces the diversity of all participants.
- Adheres to program standards including safety and cleanliness standards.
- Attends staff meetings and trainings.
- Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
- Cultivates positive relationships and maintains effective communication with parents, children and other staff. Models relationship-building skills in all interactions.
- Maintain accurate program documentation (attendance, sign in/out forms, headcounts, behavior/incident forms, etc. as appropriate).
- Provides careful, attentive supervision, alert at all times.
- 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:

- Can meet the requirements of a 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.
- 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: _____