



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: **Assistant Counselor**
Leadership Level: Leader
Status: Part-time
Reports to: Site Director

Pay Rate: starting at \$12
FLSA Status: Non-Exempt
Department: Youth Development
Revision Date: 7/19/2021

POSITION SUMMARY:

This position supports the Charlottesville City Elementary Afterschool Program. Provides direct supervision of a group of students in an afterschool program. The Assistant Counselor must create a positive, nurturing environment and foster 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 camp experience. Adheres to YMCA's core values of caring, honesty, respect, and responsibility.

ESSENTIAL FUNCTIONS:

- Support Lead Counselors with supervising camp groups
- Assist with drop off and pick up
- Assist with taking campers to the restrooms, transitions, and other activity pods
- Daily cleaning of common areas and classrooms
- 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 campers and other staff. Models relationship-building skills in all interactions.
- Performs 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:

- At least 16 years of age (The age minimum may be higher depending on state law and YMCA policies.)
- Previous experience working with children preferably in a day camp setting
- Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.
- Successfully pass background checks (fingerprints required).

- Obtain TB skin test with negative results prior to start date.
- Complete Childcare Aware Subsidy Training prior to start date.
- Participation is required for in-service training (24 hours) annually.
- CPR certified, or obtained within 30 days of hire.

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.

MUST ATTEND THE FOLLOWING:

- Interviews: August 2nd, August 3rd, August 4th or August 5th between 12pm-6pm
- HR Orientation: August 18th or August 19th from 4:30pm-6:00pm
- Staff training: August 23rd and August 24th
- First day of program: August 25th

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____