



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: **Lead Counselor**
Leadership Level: Leader
Status: Part Time
Reports to: Site Director

Pay Rate: \$13-\$15
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 Lead Counselor must create a positive, nurturing environment and foster positive 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:

- Available to work Monday-Friday from 2pm-6pm
- Supervises a group of 15--18 children.
- Must have strong group control.
- Plans and implements program activities that are culturally relevant, developmentally appropriate and consistent with YMCA values.
- Able to perform indoor and outdoor activities.
- Implement positive reinforcement and create classroom reward systems.
- 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.
- 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 18 years of age (the age minimum may be higher depending on state law and YMCA policies.)
- High School Graduate, or equivalent.
- At least one year of supervision skills and experience working with children in a group setting.
- Meets educational and experience qualifications established by the Department of Social Services Division of Licensing.
- Ability to plan, organize and implement age/developmentally appropriate program activities.
- Previous experience with diverse populations. Ability to develop positive, authentic relationships with people from different backgrounds.
- Resume and an unofficial college transcript (if applicable) required.
- 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: _____