



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

GREENE COUNTY YMCA AFTER SCHOOL PROGRAM JOB DESCRIPTION

Job Title: **ASSISTANT COUNSELOR**

Leadership Level: Leader

Status: P/T

Reports to: Program Director

Pay Range: \$10-\$12

FLSA Status: Non-Exempt

Department: Greene Co.

Revision Date: 8/3/20

POSITION SUMMARY:

The YMCA After School Program is looking for motivated and positive individual who is interested in a support role to the Lead Counselor and Site Supervisor. Candidate must have passion for strengthening community through Healthy Living, Social Responsibility and Youth Development. A desire to build positive relationships with elementary school age children through daily enrichment, health & wellness, snack and homework support. Must be able to adhere to licensing standards set by the Commonwealth of Virginia.

ESSENTIAL FUNCTIONS:

- Assist Lead Counselor in implementing enrichment activities.
- Available to work between 2pm-6pm, Monday – Friday.
- Assist with daily cleaning and sanitizing of classroom and equipment.
- Support staff with rides-out.
- Adheres to program standards including safety and cleanliness.
- Maintains program site and equipment.
- 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.
- Actively seeking to continuously update skills by attending outside workshops and constantly whenever possible, by becoming active in professional organizations and constantly seeking new ideas and materials.
- Completion of all required trainings prior to start date.
- Obtain First Aid & CPR certification within 30 days of employment.

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 with diverse populations. Ability to develop positive, authentic relationships with people from different backgrounds.

- Participation in required in-service training (16 hours) annually.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Ability to plan, lead and participate in activities.
- 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.

Employee's name

Employee's signature

Today's date: _____