



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: Assistant Teen Counselor

Leadership Level: Leader

Status: P/T

Reports to: Teens Youth & Family Director

Pay Rate: \$18-20

FLSA Status: Non-Exempt

Department: Youth Development

Revision Date: 2/7/2023

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### POSITION SUMMARY:

The YMCA is seeking an Assistant Teen Counselor to work with our middle school and high school summer campers. Brooks Family YMCA provides a traditional summer camp program to campers for 10 weeks of the summer. Under the direct supervision of the Teens Youth & Family Director, he/she will be responsible for providing an appropriately safe, caring, and enriching environment for the teens enrolled in the YMCA Camp program. Counselors are responsible for conducting themselves in an appropriate manner, setting an example for children, parents, and co-workers by reflecting the YMCA's core values of caring, honesty, respect, and responsibility. Counselors are responsible for complying with all YMCA Childcare Policies and Procedures.

### ESSENTIAL FUNCTIONS:

- Ensures the safety and engagement of teens in assigned groups.
- Follows program lesson plans and implementation plans 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 understands positive youth development approaches to the academic and social development of youth.
- Facilitates a programming 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 ongoing communication with supervisor.
- Maintains 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, childcare 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

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

### QUALIFICATIONS:

- High school graduate or college student preferred.
- Previous experience working with teens preferably in a school or camp.
- Experience preferred in delivering programs in one or more of the following areas: arts/crafts, science, college and career readiness, drama, and physical education.
- At least 21 years of age with reliable transportation and a history of dependability.

- YMCA New Hire Orientation, Leader Certification, Child Abuse Prevention and CPR training within 30 days of hire date.

#### **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 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