



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

GREENE COUNTY YMCA AFTER SCHOOL PROGRAM JOB DESCRIPTION

Job Title: **LEAD COUNSELOR**
Leadership Level: Leader 5
Status: P/T
Reports to: Program Director

Pay Range: \$13-\$15
FLSA Status: Non-Exempt
Department: Greene Co.
Revision Date: 8/3/2020

POSITION SUMMARY:

The YMCA After School Program is looking for a Cause-Driven leader who will be able to provide a safe and quality experience for children; while supporting the Y's focus: Youth Development, Healthy Living and Social Responsibility. With support from the Site Supervisor; the Lead Counselor will be responsible for providing direction to a grade specific classroom. This position will lead classroom in daily enrichment lessons, assist with homework support, participate with classroom during health & wellness activities, along with day to day site operations.

ESSENTIAL FUNCTIONS:

- Must have strong group control.
- Work with a group of 15 students.
- Able to work between 2pm-6pm, Monday-Friday.
- Prepare/set-up and implement daily enrichment for classroom.
- Able to perform indoor and outdoor activities.
- Ability to walk, stand, and sit (including on the floor) for long periods of time.
- Adheres to program standards including safety and cleanliness.
- Supervises the children, classroom, and all activities.
- 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.
- Attends and participates 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
- First Aid & CPR and MAT certifications within the first 30 days

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:

- Meets educational and experience qualifications established by the Department of Social Services Division of Licensing.
- At least 18 years of age.
- At least one year of experience working with children in a developmental setting preferred.
- Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.
- Previous experience with diverse populations. Ability to develop positive, authentic relationships with people from different backgrounds.
- Participation in required in-service training (24 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: _____