



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

YMCA SUMMER JOB DESCRIPTION

Job Title: **ASSISTANT COUNSELOR**

Status: P/T

Pay Range \$14

FLSA Status: Non-Exempt

Department: Youth Dev.

Revision Date: 12/31/2022

Reports to: Site Director

Imagine being part of one of the most respected human services organizations in the world—a place where your work positively influences the lives of others, a place where you thrive in a values-based environment, a place where you are building a better future for yourself and your community

POSITION SUMMARY:

We are looking for motivated and positive individual who is interested in a support role to the Lead Counselor and Site Director. 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, and snack. Must be able to adhere to licensing standards set by the Commonwealth of Virginia.

ESSENTIAL FUNCTIONS:

- Assist the Lead Counselor in implementing enrichment activities.
- Available to work between 7:30 am-5:30 pm, Monday – Friday.
- Assist with daily cleaning and sanitizing of classroom and equipment.
- Able to perform indoor and outdoor activities.
- Ability to walk, stand, and sit (including on the floor) for long periods of time.
- Assist with supervision of children, classroom, and all activities.
- 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.
- Maintain a positive attitude and professional tone/interaction with students and peers.
- Able to implement chants, cheers, attention seekers during assemblies and throughout the program day.
- Attend and participate in all program activities and team meetings.
- Actively seeking to continuously update skills by attending outside workshops and training whenever possible, by becoming active in professional organizations, and constantly seeking new ideas and materials.
- Adheres to the YMCA's core values of caring, honesty, respect, and responsibility.
- Completion of all required training 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.
- Cannot take a vacation first and last week of the program.

MUST ATTEND THE FOLLOWING:

- Staff Training Monday, June 13th-Friday, June 17th

SIGNATURE:

I have reviewed and understand this job description.

Employee's name _____

Employee's signature _____

Today's date: _____