



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

FAMILY YMCA OF EMPORIA-GREENSVILLE JOB DESCRIPTION

Job Title: **School Age Counselor**

Status: Part Time (Seasonal), Non-Exempt

Reports to: School Age Child Care Coordinator

Revision Date: July 24, 2018

POSITION SUMMARY:

This position supports the work of the Y in strengthening community through youth development, healthy living and social responsibility. Provides direct supervision of a group of children in a structured before & after school program. Creates positive, nurturing relationships with children, while building cooperative relationships with parents. Promotes and supports the potential of all youth in programs and facilitates peer-to-peer connections.

ESSENTIAL FUNCTIONS:

1. Actively supervises a group of children, according to plans, while maintaining appropriate staff to child ratios, as required by the Virginia Department of Social Services. This includes participating in planned activities with the children.
2. Perform all duties in a manner that reflects the YMCA character values.
3. Cultivate positive relationships and maintains effective communication with parents, children and other staff. Models relationship-building skills in all interactions.
4. Fill out accident/incident reports as needed.
5. Maintain consistent and accurate communication with staff and supervisor concerning program issues, supplies, schedule changes, illnesses, and other necessary information.
6. Facilitate emergency procedures.
7. Assist in planning and implementing the daily program, including the following: treating each child with dignity and respect; recognizing and considering the individual needs of the child in relation to cultural and socio-economic background, disabilities, special talents and interests, style, and pace of learning; helping children learn to think creatively, solve problems independently, and respect themselves and others.
8. Helping with preparation of snack, according to USDA & VDOE requirements.
9. Maintain strict confidentiality regarding children and their families.
10. Promote positive rapport among staff members.
11. Follow all personnel policies and procedures.
12. Maintain a neat appearance.
13. Promptly report problems to your supervisor.
14. Come to work with a great attitude!
15. Assist in the daily set up and clean up of activities.
16. Be willing to put forth the effort to make the program a success.
17. Attend staff meetings and trainings.
18. Follow all standards for licensing as put forth by the Virginia Department of Social Services.
19. Perform other duties as assigned.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. Must be at least 16 years of age.
2. Must be able to relate to participants and staff in a mature and sensitive manner.
3. Must be able to positively and supportively work with coworkers in a structured environment.
4. Must be a positive role model to program participants and fellow staff.
5. Must be able to interact and communicate clearly with others.
6. Must have the ability to provide for the physical and emotional needs of children served.
7. Must have the ability to be flexible and adaptable to changing situations and children's needs.
8. CPR, First Aid, AED certifications within 30 days of hire date.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Employees must be prepared to work outside in extreme weather conditions, such as, but not limited to, excessive heat, rain, and cold.
- Must be willing to get into a swimming pool.
- Must be able to lift up to 40 pounds.
- Bending, kneeling, stooping, sitting, and standing for long periods of time.
- Active participation in all activities is required.
- Ability to plan, lead and participate in a range of activities in a variety of outdoor/indoor settings.

The Family YMCA of Emporia-Greenville reserves the right to change this job description.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____