



## YMCA JOB DESCRIPTION

Job Title: **SCHOOL AGED COUNSELOR**

Schedule: 4-30 hours a week, Varies

Pay Range: \$11.50/hr - \$13.00/hr

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### POSITION SUMMARY:

The person selected for this position will be under the direct supervision of Childcare Coordinator. You will be responsible for providing an appropriately safe, caring, and enriching environment for the children enrolled the YMCA school aged programs. Counselors are responsible for conducting themselves in an appropriate manner, setting an example for the children, parents, and Co-workers by reflecting the YMCA core values of caring, honesty, respect, and responsibility. Counselors are responsible for complying with all the YMCA Childcare Policies and Procedures.

### ESSENTIAL FUNCTIONS AND JOB DUTIES:

#### KEY AREAS OF RESPONSIBILITY:

- Attend staff meetings and trainings as they arise.
- Work in a team environment and encourage open communication regarding concerns/issues with children, parents, or co-workers.
- Communicate with Lead Counselors, coworkers, and Childcare Coordinator as needed.
- Keep a consistent headcount on all children present and communicate changes with all other staff in room.
- Assist in maintaining clean-up schedules; including janitorial duties necessary to maintain the cleanliness of the YMCA.
- Maintain accurate documentation of attendance, absences, and emergency information on each child.
- Comply with all emergency procedures appropriate to the site and in conformity with procedures adopted by emergency services authorities to ensure the safety of the children and staff.
- Maintain all supplies, equipment, and materials; inform the supervisor when new/ additional supplies are needed.
- Ensure that all staff and child are respectful of YMCA property; ensure all YMCA rules are followed.

## RESPONSIBILITIES WHEN INTERACTING WITH CHILDREN:

- Consistently demonstrate positive interaction with all children; talk to them and treat them with dignity and respect
- Consistently demonstrate positive discipline; teach and redirect rather than scolding or reprimanding them; firmly and consistently enforce the rules; ensure that "the punishment fits the crime"
- Express clear expectations and hold children accountable for adhering them
- Help children to develop a positive self-esteem and sense of self-worth
- Consistently demonstrate and reinforce the values of caring, respect, honesty, and responsibility

## RESPONSIBILITIES WHEN INTERACTING WITH PARENTS:

- Positively ID parents before releasing children (picture ID necessary until you can identify them)
- Introduce yourself to parents and communicate with them regularly regarding program information: schedule changes, permission slips
- Communicate daily regarding behavior of their children positive and negative
- Express appreciation for their interest in their child(s) participation in the program

## JOB QUALIFICATIONS:

- Must be 16 years of age or older.
- Experience working with children of varied ages highly desired.
- Participate in a range of activities in a variety of outdoor/indoor settings.

## KNOWLEDGE/EXPERIENCE:

Must have the ability to demonstrate and/or show competency in the following areas:

- Supervising youth and presenting positive role modeling through all interactions with the program participants.
- To keep confidences, loyalties, and practice professionalism
- Be reliable and dependable
- Must pass CPR/AED/1<sup>st</sup> Aid certification by an approved provider within 3 months from the original date of hire and maintain while employed.
- Work a flexible schedule to meet program staffing/ planning needs.
- Exercise mature judgement and sound decision making.
- Communicate effectively both orally and in writing.

- Learn, follow, and enforce YMCA and national guideline related to internal policies.

### PHYSICAL DEMANDS:

- Lift 35 pounds using proper technique
- Must have adequate vision to effectively review documents in varied formats.
- Must have adequate hearing to respond to children and interact with the public.
- Ability to stand for up to 5 hours
- Ability to run up in case of emergency

### PROFESSIONAL EXPECTATIONS:

The School Aged Counselor will present a competent and positive image of the Family YMCA through the Professional and safe coordination of all the Child Care programming, quantified by completion of the key areas of responsibility and continuous improvement of the systems.

In addition, the School Aged Counselor will exhibit and represent behaviors consistent with the expectations within the YMCA competency guidelines listed below:

- Accepts and demonstrates the Y's values.
- Demonstrates a desire to serve others and fulfill community needs.
- Works effectively with people of different backgrounds, abilities, opinions, and perceptions.
- Makes sound judgment and transfers learning from one situation to another.
- Embrace new approaches and discover ideas to create a better member experience.
- Strives to meet or exceed goals and deliver a high-value experience for children and members.
- Pursues self-development that enhances job performance.
- Demonstrates an openness to change and seeks opportunities in the change process.

### COMPENSATION:

Personnel policy governs work conditions and benefits. The first 90 days of employment are considered a trial period at which time performance will be evaluated by the Childcare Coordinator.

**TO APPLY:**

Please send cover letter/resume to [info@ymcaatacrc.org](mailto:info@ymcaatacrc.org)