



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## JOB DESCRIPTION

Job Title: **Before & After School Counselor**  
FLSA Status: Non-Exempt Hourly  
Status: Part Time  
Reports to: Youth & Family Services Director

Department: Childcare  
Revision Date: 7/2018

### POSITION SUMMARY:

Responsible for providing a safe, caring, and enriching environment. Plan and implement program activities designed to build children spiritually, mentally, and physically. Provides a quality experience to children and parents focused on YMCA core values: honesty, respect, responsibility, and caring.

### ESSENTIAL FUNCTIONS:

1. Plans and implements program activities that are culturally relevant, developmentally appropriate and consistent with YMCA values.
2. Supervises a group of children in structured/unstructured program activities, including homework assistance.
3. Adheres to program standards including safety and cleanliness standards.
4. Ensure all children are signed in and out with time of drop off and pick up.
5. Check identification of all persons picking up children and are on the pick-up list.
6. Uphold and teach the four core values of Honesty, Caring, Respect and Responsibility.
7. Makes ongoing, systematic observations and evaluations of each child.
8. Maintains positive relationships and effective communication with parents.
9. Maintains program site and equipment.
10. Maintains required program records.
11. Attends and participates in program activities, staff meetings, and staff training.

### 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. Certifications required within 30 days of hire: CPR/AED & First Aid and New Employee Orientation. Redwoods trainings required prior to the start of employment.
2. Excellent interpersonal, communication, and problem solving skills.
3. Ability to relate and communicate effectively to diverse groups of people from all social and economic segments of the community.
4. Minimum age 18 preferred.
5. Previous experience working with children, preferably in a before/after school or camp setting.

**JOB EXPECTATIONS:**

All employees are expected to act in a manner in line with the YMCA values and within the confines of the information listed above. Anyone found not acting in these manners will receive disciplinary measures up to and including verbal warnings, documented infractions, and/or termination.

**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- Visual, auditory, and verbal ability to communicate effectively.
- Must have high level of alertness, concentration, and initiative.
- Sufficient strength, agility, and mobility to perform job responsibilities.
- Ability to lift 50 lbs. and stand, walk, or sit for extended periods of time; occasionally stoop/bend.
- Maintain a neat and professional appearance at all times.

**SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_