



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

FOX VALLEY FAMILY YMCA

Job Title: **Before & After School Counselor** Job Code: 9
FLSA Status: Nonexempt Job Grade:
Reports to: School Age Child Care Director Revision Date: 7/20/16

POSITION SUMMARY:

Provides direct supervision of a group of children at onsite and offsite program locations. Plans and implements all site activities, curriculum and events. Provides a quality experience to children and parents focused on YMCA core values: honesty, respect, responsibility, and caring. This is a seasonal position for the school year you are hired for.

ESSENTIAL FUNCTIONS:

1. Actively supervises a group of children at offsite school locations, as well as onsite for holiday break care.
2. Plans, implements, and participates in program activities that are culturally relevant, developmentally appropriate and consistent with YMCA values.
3. Adheres to program standards including safety and cleanliness standards.
4. Attends staff meetings and trainings.
5. Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
6. Maintains positive relations with parents and other staff. Models relationship-building skills (including Listen First) in all interactions.
7. Act as substitute for other school sites when needed.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's 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. Previous experience working with children required.
2. Experience preferred in one or more of the following areas: outdoor living, archery, boating, camping, songs/music, skits, sports, aquatics, recreational games, etc...
3. CPR, First Aid certifications, New Employee Orientation, and Child Abuse Prevention training within 30 days of hire date.
4. Previous experience with diverse populations preferred.

PHYSICAL DEMANDS

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. The ability to plan, lead, and participate in a range of activities in a variety of outdoor/indoor settings is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands, fingers, and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

I HAVE READ AND UNDERSTAND THIS POSITION DESCRIPTION AND I BELIEVE I AM CAPABLE AND QUALIFIED TO HANDLE THE POSITION AS PRESENTED.

Applicant's printed name: _____

Signature: _____

Date: _____