



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

FLSA Status: Non-Exempt

Status: Part-Time

Department: Youth Development

Wage: \$8.25/hour

Reports to: Senior Director of Youth Development

This part-time opportunity requires you to be available Monday-Friday from 6:15-8:15am or 2:30-6:00pm.

The YMCA is Seeking excited team members to join our After School Program. This is a rewarding opportunity to help Children in your area learn and grow through play as well as build a rewarding career working with Children!

The YMCA after-school programs offer a positive environment where kids in Kindergarten-5th grade can have fun while they learn and grow through play and we expect you to play and laugh along with them! We are looking for outstanding role models to come and help us create a great place for K – 5th graders to grow and learn.

DUTIES AND RESPONSIBILITIES

The Program Counselor must have the competencies, skills, and proven leadership ability to successfully carry out the YMCA mission, goals, and visions for serving the community. The Counselor will be responsible for the following:

1. Ensures the safety and engagement of children in assigned group.
2. Provide assistance with homework and encourage academic progress.
3. Follows program lesson plans and implementation plan in a developmentally appropriate manner, meeting the individual physical, social, emotional, and intellectual needs of the participants.
4. Provides careful, attentive supervision, alert at all times.
5. Serves as a positive role model, demonstrates professional behavior and understand positive youth development approaches to the academic and social development of youth.
6. Facilitates a program environment that invites exploration, promotes positive play, and welcomes children.
7. Promotes a team concept through a positive approach to supervision, communication, and interactions with others. Maintains on-going communication with supervisor.
8. Maintain accurate classroom records as assigned and according to program requirements.
9. Communicates regularly with parents; attends parent/family events as designated by supervisor.
10. Demonstrates a working knowledge of YMCA mission, purpose and goals, childcare policies and YMCA standards; ensures the program meets the highest standards of excellence.

EDUCATION, EXPERIENCE AND SKILLS

1. High School Diploma or equivalent. Bachelors preferred.
2. A minimum of two years' prior experience working with children under 13 years of age required.
3. Exceptional group management, problem-solving and conflict resolution skills.
4. Experience in creating interactive and educational/artistic activities, youth development, academic enrichment and arts.
5. Must possess oral, auditory and written communication skills appropriate for interacting with both children and adults.
6. Must be capable of implementing the daily administrative, program related, and supervisory responsibilities of an after-school site.
7. Flexibility, with the ability to adapt to changing circumstances.

8. CPR, First Aid, AED certifications and Child Abuse Prevention training and other required trainings and tests within 60 days of hire date.

YMCA COMPETENCIES:

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.