



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## WASHINGTON COUNTY YMCA JOB DESCRIPTION

Job Title: **After School Counselor**

Reports to: Program Site Director/Youth First Director

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### POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Provides direct supervision of a group of children during after school care. Creates positive, nurturing relationships with children, while building cooperative relationships with parents/caregivers. Promotes and supports the potential of all youth in programs and facilitates peer-to-peer connections as part of the overall camp experience.

### ESSENTIAL FUNCTIONS:

1. Supervises a group of children.
2. Plans and implements program activities that are culturally relevant, developmentally appropriate and consistent with YMCA values.
3. Assist with student's homework & projects
4. Adheres to program standards including safety and cleanliness standards.
5. Perform snack counts & necessary paperwork for CACFP.
6. Attends staff meetings and trainings.
7. Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
8. Cultivates positive relationships and maintains effective communication with parents, children and other staff. Models relationship-building skills in all interactions.
9. Performs 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. Previous experience working with children preferably in a group setting
2. CPR, First Aid, AED certifications and Child Abuse Prevention training within 60 days of hire date.
3. Minimum 15 years of age (must be able to provide a work permit from school corporation if under 18)
4. Good human relations skills.
5. Clean Child Protective Services Background Check.
6. Attendance at staff training events.
7. Ability to supervise and maintain control in a classroom setting.
8. Commitment to YMCA mission and four core values of caring, honesty, respect, and responsibility.
9. He/she shall possess an outgoing personality enabling him/her to relate well to the participants, and their parents, in the YMCA program.
10. Possess good communication skills, both written and oral.
11. Flexible, eager, and creative attitude.

### **WORK ENVIRONMENT & 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to plan, lead and participate in a range of activities in a variety of outdoor/indoor settings.