



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## CHILD WATCH COUNSELOR

**Position Title: Child Watch Counselor**  
**Reports To: Youth First Director**

### General Function:

Under the general guidance of the Youth First Director, the Child Watch Counselor supervises children, plans activities, maintains environment of learning and control, organizes lesson plans, tracks attendance, and maintains a fun and safe setting.

### Entry Requirements:

- ◆ Available to work hours between 3:30pm-7:30pm (M-F), 8:45am-12:00pm (Saturdays)
- ◆ Minimum 16 years of age.
- ◆ Experience in working with children, including special needs children.
- ◆ Group leadership skills and experience.
- ◆ Good human relations skills.
- ◆ Sincere liking for and interest in children; strong desire to work with kids in a childcare setting.
- Clean Child Protective Services Background Check.
- CPR/First Aid certification (YMCA will provide if needed)
- Attendance at staff training events.
- Ability to supervise and maintain control in a classroom setting.
- Commitment to YMCA mission and four core values of caring, honesty, respect, and responsibility.
- He/she shall possess an outgoing personality enabling him/her to relate well to the kids, and their parents, in the YMCA programs.
- Possess good communication skills, both written and oral.
- Flexible, eager, and creative attitude.
- Able to manage students, and administrative tasks.

### Principle Activities:

1. A Child Watch counselor must be able to demonstrate skills and/or explain them clearly to the students, recognizing the best, proactive and positive method of encouraging improvement in individuals' skills.
2. A Child Watch counselor is responsible for the safety, welfare, and active supervision of all students.
3. Implement the daily activities for present students.
4. Maintain a safe and clean work area and organized work environment.
5. Maintain and do nightly cleaning list.
6. Supervise the use of all YMCA equipment.
7. Maintains all necessary reports (incident/accident reports/to-do lists,etc.).
8. Encourages and praises individual progress on whatever level.

9. Develops a good working relationship with participants, their parents, and YMCA staff.
10. Follow all YMCA Policies and procedures.
11. Is courteous and helpful at all times.
12. Is neat and professional in appearance, abiding by the employee dress code at all times.
13. Is responsible for any other miscellaneous duties related to the program of the YMCA as assigned by Director and/or CEO.
14. Is responsible for maintaining staff to student ratio and managing everyday program activities.
15. Ensures appropriate documentation is on file and maintained for all participants (registration forms annually, and sign-in/out forms daily).
16. If no children present, ensure that paid time is filled with appropriate work-related tasks, such as, but not limited to, light cleaning and organizing of the facility, preparation of future activities and curriculum ideas for submission, or other requested tasks.
17. Be committed to developing assets in our youth through positive interactions and role modeling.

#### **Essential Job Functions and Equipment Use:**

The requirements of this job also include use of equipment related to the program. The job may include prolonged hours of standing and lifting.

#### **End Results:**

1. The program site will operate efficiently with quality service.
2. Development and maintain good relationships with participants and parents.
3. The program will project a positive image to YMCA participants.
4. The program will provide support to spur growth in future programs.
5. Youth First Director will be informed and knowledgeable on all activities, interactions, concerns, and positives of YMCA Programming, its Staff, and Participants therein.