

Family YMCA of Emporia-Greenville

JOB DESCRIPTION

After School Counselor

General Functions

Under the direction of the Child Care Director and in harmony with the Christian nature and purpose of the established policies and goals of the YMCA, the After School Counselor is responsible for assisting in the day-to-day operations of the YMCA's After School Program.

Entry Requirements

The School Age Counselor must meet qualifications set forth by the DSS. Staff shall be of good character and reputation; capable of carrying out assigned responsibilities; capable of accepting training and supervision; and capable of communicating effectively both orally and in writing as applicable to the job responsibility. Additionally, staff shall be capable of communicating with emergency personnel.

Job Requirements

School Age Counselors must understand and be willing to learn the necessary skills required for the successful completion of duties including:

- **Hold current CPR/First Aid certification**
- **Be tested and found clear of Tuberculosis**
- **Participate in necessary workshops and/or trainings to enhance your on the job skills**
- **Attend mandatory staff meetings and trainings that meet DSS requirements**
- **Follow the Code of Conduct established by the Family YMCA of Emporia-Greenville**
- **Clear Criminal Records Check**
- **Clear Child Protective Services Check**
- **Follow personnel policies and procedures**

Physical Requirements

- **Lifting up to 50 lbs.**
- **Seeing written directions**
- **Ability to operate a typical office equipment**
- **Hearing within a normal range**
- **Speaking for extended periods of time to convey information, or detailed instructions**
- **Stooping, kneeling**
- **Sitting on the floor and getting back up**
- **Running, climbing**

Mental Requirements

School Age Counselors must be a person who is able to represent the YMCA in a professional manner in all situations. Counselors must be able to identify and make appropriate alterations to accommodate the changing needs of the program participants and their parents. Must have the ability to organize and facilitate day-to-day activities and emergency procedures. Counselors must also be able to comprehend directions given either orally or written.

Skills

- **Is responsive to the developmental needs of school age children**
- **Understands and uses “director approved” room management technique**
- **Discourages stereotypical behaviors and makes all activities available to all children**
- **Sets and maintains reasonable consistent limits**
- **Works well with large groups of children**
- **Works well with staff peers**
- **Is enthusiastic, positive, and motivating to children and peers**

Responsibilities

Will include but are not be limited to:

- 1. Attending mandatory staff meeting (department and YMCA staff).**
- 2. Uphold the YMCA’s mission.**
- 3. Follow all policies and procedures laid out in the Employee Handbook.**
- 4. Clocking in and being on time.**
- 5. Helping with preparation of snack.**
- 6. Supervising the classroom according to DSS standards.**
- 7. Assisting the Director in planning and implementing the daily programs.**
- 8. Follow the YMCA’s HEPA Standards policy**
- 9. Serve as a role model both inside and outside of the YMCA.**
- 10. Maintain professional attitude, behavior, and dress at all times while on duty including using proper channels to air problems and complaints.**
- 11. Maintain strict confidentiality regarding children and their families.**
- 12. Aid in maintaining room cleanliness.**
- 13. Complete all trainings by set deadlines.**
- 14. Communicate with supervisor on all issues regarding working hours, program participants and parents, and program needs.**
- 15. Be familiar with, and follow, all standards set forth by DSS.**
- 16. Incorporate core values in to all aspects of the program’s daily activities.**
- 17. Treat each participant with dignity and respect.**
- 18. Recognize and consider the individual needs of each participant.**
- 19. Help participants learn to think creatively, solve problems independently, and to respect themselves and others at all times.**
- 20. Be willing to put forth the effort to make the program a success.**

Reportability

School Age Counselors will report to the Child Care Director.

Disclaimer

The Family YMCA of Emporia-Greenville reserves the right to change this job description.

By signing below, you acknowledge that you have fully read and understand this job description.

Signature

Date