



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA JOB DESCRIPTION

School Age Counselors

Job Title: **School Age Counselor**

Job Code:

FLSA Status: Part Time Hourly

Job Grade:

Reports to: School Age Director

Revision Date: 1/6/15

POSITION SUMMARY:

The school age counselor shall be responsible for creating a safe and enjoyable environment for a given group of children in the YMCA's school-age child care program(s) (Y-time). All potential employees should be able to pass a background check and drug screen required by the State of Georgia. Must be 18 or older and graduated high school. Applicant must be prepared to actively participate in songs, skits, games and activities. Supervise snack time procedures. Be creative and flexible in the ability to adjust to any situation. Provide Christian leadership for your group and all kids in the program(s).

Some experience a plus.

ESSENTIAL FUNCTIONS:

- Be on time. Fulfill work schedule as designated by director.
- Dress in attire suitable for participation in group activities. (see employee dress code)
- Enforce all school age child care rules as prescribed by director/coordinator.
- Maintain an orderly behavior level and act as leader for your assigned child group through the use of school age child care rules.
- Maintain and record daily the proper and accurate records of your group's attendance. Be responsible for every child in your group at all times and know their whereabouts.
- Follow emergency procedures in case of an injury; report immediately any injury to the director. Properly document the accident and turn in reports.
- Follow and implement the curriculum schedule given by the director. Actively interact with the children. No counselors sitting down unless you are conducting an activity that requires sitting.
- Prepare to give devotion each week.
- Clean up immediately the area of use before leaving that area. Teach kids to pick up after themselves. Enforce this rule.
- Assist in actively participate in songs, skits, games and activities.
- Assist in snack time procedures.
- Be creative, flexible in ability to adjust to any situation.
- Must complete 10 hours per calendar year of Bright from the Start training.
- Assist in swimming area. (No sitting), you are assisting the guards on duty.
- Prepare a supply request sheet at least 72 hours prior to needing anything and turn-in to director.
- Return materials and supplies to proper place after use.

- Be responsible for your radio during the day. Properly return in at the end of shift.
- Provide Christian leadership for your group and all kids in the program(s).
- Anything else determined to be part to successfully fulfill the job duties assigned to school age counselor.

YMCA COMPETENCIES

Mission Advancement: The incumbent shall have performed his/her duties satisfactorily when his/her staff are working at an overall good level of performance, facility care is evident, program quality and variety is in place, finances are on track, committees are meeting on time and overall image an perception of the work area is good and well liked which will relate to increased members and retention.

Collaboration: Develops strategies to ensure staff and volunteers reflect the community. Builds and nurtures strategic relationships to enhance support for the YMCA. Serves as a community leader building collaborations based on trust and credibility to advance YMCA mission and goals. Communicates for influence to attain buy-in and support of goals. Provides tools and resources for the development of others.

Operational Effectiveness: Integrates multiple thinking processes to make decisions. Involves members and community in the development of programs and activities. Ensures execution of plans. Institutes sound accounting procedures, investment policies and financial controls. Assigns clear accountability and ensures continuous improvement.

Personal Growth: Fosters a learning environment embracing diverse abilities and approaches. Creates a sense of urgency and positive tension to support change. Anticipates challenges that can sidetrack or derail growth and personal learning. 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:

The incumbent shall be at least 18 years old when hired and should have previous working experience with children. Positive reference checks are a must. The incumbent should possess a caring and committed attitude for working with children and youth and be responsible. The incumbent shall undergo a criminal background check prior to employment. Once employed, the school age counselor must successfully complete the YMCA's new employee orientation, child abuse prevention training, and any school age program training that is necessary to begin work. Other training such as CPR/First Aid & DHR approved courses will be scheduled if applicable.