

## YMCA of Vincennes Job Description

**Position: Afterschool Care Counselor**

FLSA Type: Non-Exempt

Reports To: Teen & Family Director

Function:

Responsible for direct supervision of a group of children in the YMCA Afterschool program.

Qualifications:

Requires a high school graduate or equivalent. Must be patient, enthusiastic and appreciate the needs of children. Must promote a positive environment with children, staff and parents.

Principle Job Activities

1. Supervises a group of children.
2. Plans, supervises, and implements daily activities of the Afterschool program.
3. Maintains safety and cleanliness standards.
4. Fulfills any functions designated by the Teen & Family Director for the betterment of the program and the ability of the YMCA of Vincennes to meet its mission.
5. Upholds all YMCA policies, procedures, standards and code of conduct.
6. Participates in all required staff meetings and trainings.
7. Maintains positive relations with parents, children and other staff.

Effect on End Result:

This position ensures that the YMCA of Vincennes provides safe, nurturing and educational Afterschool program to fully support the YMCA mission.

*I understand and accept that the above description represents my agreement as to the job to be performed.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

