



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: After School Counselor

Department: School Age Child Care

FLSA Status: Non-Exempt

Status: Part-Time Hourly

Reports to: Director of Child Care

Revision Dates: 30 & 90 Days

Position Summary:

Under the guidance of the Child Care Director, the After School Staff Member will assist with the implementation of the After School Care program. The After School Staff Member is responsible for helping to maintain a safe, clean After School Program site; ensuring a high level of program quality and working to establish a positive relationship with all program participants and their families. The After School Staff Member will provide a positive role model to youth within the philosophy of the YMCA standards and expectations.

Essential Functions:

1. Provides excellent service to children, parents, and school administrators/teachers
2. Create a welcoming, caring, and professional environment for all children, parents, and staff
3. Meet children's physical, emotional, and educational needs
4. Maintain a healthy and hygienic environment
5. Maintain a good relationship with parents
6. Work in a team environment and encourage open communication
7. Communicate effectively with the Site Leader and Director of Child Care
8. Adhere to policies as stated in the YMCA Child Care Policies and Procedures Manual and in subsequent YMCA trainings and meetings
9. Ensure that all staff and children are respectful of school and YMCA property
10. Handle additional tasks as needed.

YMCA Competencies (Leader):

Mission Advancement: Accepts and demonstrates the Y's 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. Excellent interpersonal and problem solving skills.
2. Ability to connect with children and parents of diverse backgrounds.
3. Previous experience in child care.
4. Ability to interact and play with children.
5. Basic mathematical skills.

Specific Responsibilities:**Competencies**

1. Communication
2. Teamwork
3. Initiative
4. Self-Management

Skills

1. Commitment to Y Values–Honesty, Caring, Respect and Responsibility.
2. Experience working with children.
3. Be a highly motivated, enthusiastic and responsible individual committed to assisting the After School Care Program to reach its goal.
4. First Aid and CPR certification is up to date.
5. TB test is up to date.
6. Child Abuse training is up to date.
7. Satisfactory Criminal Reference check.
8. Satisfactory Drug Test results.

Maintain a good relationship with parents

1. Be polite and helpful at all times, smiling and greeting both parents and children as they come and go
2. Get to know the parents' names
3. Maintain the confidentiality of information obtained in the course of professional dealings with the children and families
4. Respect culture and social differences and allow for different parenting styles and values
5. Make parents feel welcome and comfortable in the program
6. Keep the relationship between parents and self on a professional level

Working Environment

1. Wears appropriate staff shirt at all times.
2. Works set shifts.

Duties & Responsibilities

1. At all times, model, reinforce, and abide by the YMCA core values of Caring, Honesty, Respect, and Responsibility and the YMCA Code of Conduct
2. Assist with the supervision and execution of the program
3. Build relationships with parents, children, and the school administration/teachers
4. Attend all meetings that are pertinent to this position including monthly staff meetings
5. Maintain procedures that ensure the safety and staff and the cleanliness of program areas
6. Assist in daily supervision during school breaks
7. Participate in cleaning and maintaining facilities and equipment
8. Prepare snack ensuring proper clean up afterwards as needed

9. Greet buses as required
10. Ensure the program is varied and of interest to the children
11. Be familiar with programs and events
12. Be familiar with and adhere to the Policies and Procedures as outlined in the Staff Manual
13. Fill in the appropriate time sheets for payroll as required
14. In the event you are unable to fulfill the responsibilities of your regular shift, find your own replacement
15. Handle additional tasks as they are needed

Facility Care

1. Is involved in set-up, take down and cleaning responsibilities to ensure safe and clean program space.
2. Ensures that any concerns, problems or comments are communicated effectively to the Child Care Director.

Maintain a healthy and hygienic environment

1. Maintain a safe and clean area at all times.
2. Check on a regular basis program space for hazards which could threaten the health and/ or safety of the children.
3. Carry out housekeeping duties as required.
4. Ensure any suspected illness or disease is reported to the Site Leader
5. Be responsible for children as required.
6. Administer First Aid and initiate the appropriate emergency response as required.
7. Complete appropriate forms for program records.
8. Keep First Aid and CPR certification up to date as required.

Meeting the children's needs

1. Be accepting of all children without regard to race, creed, religion, socioeconomic status.
2. Have an appropriate positive, warm and responsible attitude toward children with regard to language, tone of voice and behavior.
3. Treat children as individuals and with respect.
4. Be able to detect and deal with children's emotional needs and /or problems in a non-judgmental manner.

Maintain an open and professional manner and relationship with co-workers

1. Develop and maintain open communication with parents, staff, volunteers, and school staff.
2. Support a climate of forthrightness and trust in the workplace that will insure colleagues are able to speak and act in the best interest of children without fear of recrimination.
3. To address issues with discretion and forethought.

Human Resources

1. Nurtures and maintains relationships with all volunteers, students, and staff.
2. Works effectively with the rest of the staff team.

I have reviewed the above job description, and hereby attest that I can meet all requirements listed above. I also acknowledge that this job description is not a contract between the YMCA and the employee. The Richmond Family YMCA reserves the right to change the employee's job duties or request the employee to perform duties not listed.

Employee Signature: _____ Date: _____

