



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BEFORE AND AFTER CARE COUNSELOR

Job Title: **Before and After Care Counselor**

FLSA Status: Non-exempt, Seasonal

Reports to: Before and After School Care Director Revision Date: 7/14/15

POSITION SUMMARY:

Provide guidance and supervision for a group of up to 20 children between the ages of 6 and 12 during the scheduled school year. The children will be participating in various planned activities during up to an 8 hour day. Activities include, but are not limited to: field trips, arts and crafts, swimming, nature walks, outdoor games, indoor games, and general recreation. Ensure all children are well supervised and participating in safe activities at all times. Provides a quality experience to children and parents focused on YMCA core values: honesty, respect, responsibility, and caring.

ESSENTIAL FUNCTIONS:

1. Assume responsibility for the safety and well being of all program participants at all times.
2. Help plan, implement and supervise group activities in accordance with the goals and policies of the Greater Joliet Area YMCA.
3. Provide a high level of customer service while dealing with YMCA members, guests, and staff.
4. Develop a positive working relationship with parents of program participants.
5. Ensure the proper maintenance of storage areas and equipment.
6. Actively participate in all programming activities.
7. Responsible to help keep a neat and clean appearance, in accordance with the standards set by YMCA.
8. Assist with the daily set up and take down of activity area, craft projects and snack.
9. Report any problems with staff, children or parents to Program Director.
10. Know and adhere to all school policies and guidelines, and be respectful of shared space between the school and program.
11. Know and adhere to all KidZone program guidelines.
12. Attend all staff meetings and trainings.
13. Be a positive role model for the parents, staff and children.



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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. High school graduate or equivalent; one year or more of college preferred.
2. At least 18 years of age.
3. Previous experience working with children preferably in a day camp setting
4. CPR, First Aid, AED certifications and Child Abuse Prevention training within 30 days of hire date.
5. Previous experience with diverse populations preferred.

PHYSICAL DEMANDS

Ability to plan, lead and participate in a range of activities in a variety of outdoor/indoor settings.

Applicants Name (printed)

Date

I have read and understand this position description and believe I am capable and qualified to handle the position as presented.

Signature: _____