



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

AFTER SCHOOL COUNSELOR

Job Title: **After School Counselor**

FLSA Status: Non-Exempt

Job Code: 903

Job Grade: Level 1

Reports to: Program Director

Revision Date: March 13th, 2017

POSITION SUMMARY:

Provides direct supervision of a group of children in an after school camp. Provides a quality experience to children and parents focused on YMCA core values: honesty, respect, responsibility, and caring.

ESSENTIAL FUNCTIONS:

1. Supervises a group of children.
2. Plans and implements program activities that are culturally relevant, developmentally appropriate and consistent with YMCA values.
3. Adheres to program standards including safety and cleanliness standards.
4. Attends staff meetings and trainings.
5. Follows YMCA policies and procedures, including those related to: medical and disciplinary situations, child abuse prevention and emergencies.
6. Maintains positive relations with parents and other staff. Models relationship-building skills (including Listen First) in all interactions.

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. Previous experience working with children preferably in a day camp setting
3. Valid NC driver's license; CDL preferred.
4. At least 21 years of age.
5. CPR, First Aid, AED certifications, Child Abuse Prevention training within 90 days of hire date.
6. 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, including severe heat.

1. Ability to verbally lead group activities.
2. Adequate mobility, sight and hearing to effectively supervise program participants.
3. Sufficient strength and agility to perform essential functions of position including the ability to lift a child who weighs approximately 50 pounds.
4. Ability to perform essential functions which may involve, but not limited to the following activities: standing; sitting; semi-to-full reaching overhead; crouching; kneeling; carrying; twisting of the waist, shoulders and legs.

HOURS:

Part Time: 20-25 hours

Afternoon, Evening availability required

PAY RATE:

\$8.00-\$8.50 DOE

LOCATION:

Fayetteville Branch

TO APPLY:

Submit Cover Letter, Seasonal Job Application, and Resume to:

Brian Allen

Executive Director

2717 Fort Bragg Road

Fayetteville, NC 28303

brian.allen@ymcaofthesandhills.org

No Phone Calls Please