YMCA OF AUBURN-LEWISTON JOB DESCRIPTION

Job Title: **School Age Counselor** ACA Status: **Part Time (<30 hours)**
Department: **School Age** FLSA Status: **Non-Exempt/Hourly**
Status: **Part Time** Direct Reports: **None**
Reports to: **School Age Director** Revision Date: **07/30/2023**

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Provides direction for the children in the classroom and implements program curriculum. Provides a quality experience to children and parents that focuses on building achievement and belonging in youth and relationships among youth and within families. This position assists the Y's School Age program and ensures that our childcare center will maintain a safe, stimulating, high-quality program where children can grow, learn and explore. Providing a place where a parent can feel comfortable leaving their child and know they are safe and well cared for.

ESSENTIAL FUNCTIONS:

1. Lead and facilitate scheduled activities and implement curriculum within the established guidelines.
2. Nurtures children through purposeful programming dedicated to building achievement and belonging in youth, and relationships among youth, and within families.
3. Supervises the children, classroom, and all activities including ADA accommodations where appropriate. Follows all procedures and standards.
4. Supervision of students while on the bus, as we transport students to and from school.
    a Actively supervise, manage, and role model, appropriate behaviors and follow all transportation safety rules.
    b Take accurate attendance [name to face] when dropping off or picking up students.
5. Maintains all safety standards including but not limited to: ratios, supervision, and zoning practices.
    a Monitors kids to make sure masks are being worn, hands are being washed, and social distancing is being maintained.
6. Seeks to provide children with a fun, unbiased, inclusive environment.
7. Cultivates positive relationships and maintains effective communication with parents.
8. Maintains program site and equipment, maintaining a clean and clutter-free environment.
    a Equipment, room/space, furniture is being cleaned & sanitized on a regular basis.
9. Performs all opening and closing procedures on a consistent basis.
    a Sign In/Out; Checking ID's & authorized pick up list.
10. Maintains required program records.
    a Group Attendance
    b Incident/Behavior/Ouch Reports
11. Attends and participates in family nights, program activities, staff meetings, and staff training.
12. Communicates any issues that may have an impact on the program or organization to the Director as soon as the issues are identified.
13. Performs other duties as assigned.

YMCA COMPETENCIES:

Mission Advancement: Accepts and demonstrates the Ys 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. Must be 16 years of age or older at time of hire. Applicants must be attending high school or be enrolled in a GED preparation program, or possess a High School diploma or equivalent.
2. Previous experience working with children preferred.
3. Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.
4. Must complete all necessary onboarding trainings and certifications; Must register and complete CPR/First Aid/AED or provide proof of current certification.
5. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
6. Desire to learn new skills to improve YMCA and its programs.
7. Must possess the ability to communicate effectively with parents, staff, YMCA members and members of the community.
8. Must possess the ability to remain calm, maintain a calm tone of voice and speak respectfully to children.

WORK ENVIRONMENT & PHYSICAL DEMANDS

Sufficient strength, agility and mobility to perform essential functions of position and to safely supervise children's activities is required. This may include, but is not limited to:

- Ability to occasionally lift up to 50 lbs.
- Move furniture in a classroom.
- Sustain long hours of active work.
- May be asked to ride on a vehicle and supervise children.

SIGNATURE:

This Job Description may not be all-inclusive and employees are expected to perform all other duties as assigned and directed by management. I have reviewed and understand the requirements, essential functions and duties of the position.

_____   _____
Employee's name   Employee's signature

Today's date: _____