



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Job Description Grundy Family YMCA

Title: Before & After School Counselor

Report to: Before & After Coordinator and Youth Programs Director

General Function

Under the direction of Before & After School Coordinator and the Youth Programs Director: is responsible for the overall well-being of children, assisting in running the program smoothly, and for program housekeeping.

Job Responsibilities

1. Assures that equipment and facilities are safely and properly prepared and ready for use.
2. Maintains the Before & After School facility by daily cleaning and minor maintenance duties.
3. Helps to prepare and lead activities and snack for campers.
4. Adequately adapts to the needs of children within the program. Engages and interacts and develops positive, supportive relationships with each child.
5. Ability to mentor children's problem solving process including decision making and conflict resolution skills.
6. Adapts to children's diverse needs, and treats children at all times with the utmost respect regardless of the situation.
7. Assures that a 1:15 ratio is kept at all times, and that no child is left unsupervised
8. Maintains a professional attitude and loyalty at all time.
9. Maintains confidentiality of all materials present in a child's file, along with sensitive topics discussed pertaining to any program participant.
10. Provides appropriate behavior management skills when needed.
11. Attends all trainings and staff meetings for Before and After Care counselors
12. Demonstrates a working knowledge of the YMCA mission, values, purpose, and goals. Strives for the highest standards in program excellence.

End Result

The children at the YMCA camp site are in a safe, nurturing, recreationally enriched, creative and fun environment. Families consider the YMCA to provide excellent care, with their children as primary focus of programming.