

THE FAMILY YMCA

Job Description

Title: **Counselor for Childcare Program**

Hrs/Wk: _____

Start Date/Days _____

School Site: _____

Supervisor: Site Director/Childcare Director

Required Knowledge, Skills and Abilities:

- Sensitive, mature and friendly; able to relate well to both children and adults
- Ability to meet program goals as outlined in the Childcare Policies and Procedures Manual
- Good written and oral communication skills, problem-solving skills, and people skills
- Able to keep confidences, loyalties and practice professionalism
- Reliable and dependable
- If 21 years old, able to drive safely and within the required posted speed limit, have a valid license, current insurance, and a clean driving record; able to pass a defensive driving course
- Excellent health and free of communicable diseases
- CPR & First Aid certified (must obtain within 60 days of hire date)
- Adequate vision to review documents and adequate hearing to respond to members and interact with the public
- Able to lift up to 35lbs; able to stand for up to 5 hours; able to run up to 100 yards (in the case of a emergency)
- Able to participate in 45 hours of required training which may require some travel
- Able to pass a criminal records background check

General Responsibilities:

The person selected for this position will be under the direct supervision of the Site Director and Childcare Director and will be responsible for providing an appropriately safe, caring and enriching environment for the children enrolled in the YMCA After-School programs. Counselors are responsible for conducting themselves in an appropriate manner, setting an example for children, parents and co-workers by reflecting the YMCA core values of caring, honesty, respect and responsibility. Counselors are responsible for complying with all standards set by the New Mexico State Licensing Bureau and will assist in ensuring that staff adheres to all YMCA Childcare Policies and Procedures.

Key Areas of Responsibility:

Program:

- Adhere to policies as stated in the YMCA Childcare Policies and Procedures Manual and in subsequent YMCA trainings and meetings
- Attend a monthly staff meetings, generally held at the YMCA from 6:15-7:45 p.m.
- Work in a team environment and encourage open communication regarding concerns/issues with children, parents or co-workers.
- Communicate with the Site Director daily
- Initiate and maintain positive relationships with school staff including principal, secretaries, custodial staff and teachers of key importance to the after school programs
- Keep a consistent headcount on all children present at site; communicate changes with all other staff
- Assist in maintaining clean-up schedules; including janitorial duties necessary to maintain the cleanliness of the school facility and YMCA vans
- Comply with the "checks and balances" system to ensure that clean-up is done EVERYDAY
- Maintain accurate documentation of attendance, absences and emergency information on each child
- Comply with all emergency procedures appropriate to the site and in conformity with procedures adopted by emergency service authorities to ensure the safety of the children and staff
- Maintain all supplies, equipment and materials; inform the Site Director when new/additional supplies are needed
- Ensure that all staff and children are respectful of school property; ensure all school rules are followed

Children:

- Consistently demonstrate positive interaction with all children; talk to them and treat them with dignity and respect
- Consistently demonstrate positive discipline; teach and redirect rather than scolding or reprimanding them; firmly and consistently enforce the rules; ensure that 'the punishment fits the crime'
- Express clear expectations and hold children accountable for adhering to them
- Help children to develop a positive self-esteem and sense of self-worth
- Consistently demonstrate and reinforce the values of caring, respect, honesty and responsibility

Parents:

- Positively ID parents before releasing children (picture ID necessary until you can personally identify them)
- Introduce yourself to parents and communicate with them regularly regarding program information: schedule changes, permission slips
- Communicate on a daily basis regarding the behavior of their children positive and negative (make sure to have parents review and sign corrective behavior reports)
- Encourage parents to participate or volunteer in special events or on field trips
- Express appreciation for their interest in their child(s) participation in the program

YMCA Child Care Commitment:

I promise to do my best to provide the highest quality care for the children that are attending the YMCA After School program. I will conduct myself professionally and personally in a manner that positively reflects the YMCA at work and within the community. I commit to carrying out the required aspects of this job to the best of my ability with the intention of helping to build strong kids, strong families and strong communities in spirit, mind and body. I understand the requirements of the position as laid out in this job description.

Employee Signature Date

Child Care Director Date