

ASHLAND FAMILY YMCA
Job Description: Kids Club Counselor

Title: Kids Club Counselor
Supervisor: Community Programs Director for Youth Development and Camp
Job Hours: Monday – Friday. Hours variable 2:30pm-6pm, also dependent on ratio, 1:30 on Wednesdays

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 direct supervision of a group of children in an afterschool enrichment program setting. Creates positive, nurturing relationships with children, while building cooperative relationships with parents/caregivers. Promotes and supports the potential of all youth in programs and facilitates peer-to-peer connections.

JOB REQUIREMENTS:

- Excellent communication and interpersonal skills
- Desire and ability to work with children of all ages
- Demonstrated responsibility and dependability
- Creative, fun, energetic, hardworking, sensitive, mature, able to supervise and relate well to children, parents and other staff
- Ability and willingness to fulfill responsibilities in accordance with program goals
- Knowledge and skills in leadership, child development, crafts, games, songs, sports, drama, etc.
- Maintain professional attitude, appearance and manner
- Must maintain current CPR certification
- Must successfully pass a criminal background check
- Be able to lift or carry objects or children
- Required to sit, stand, or maintain physical activity for extended periods of time

ESSENTIAL FUNCTIONS:

- Supervises a group of children.
- Plans and implements program activities that are culturally relevant, developmentally appropriate and consistent with YMCA values.
- Ensure children are aware of rules, and daily scheduled routines.
- Adheres to program standards including safety and cleanliness standards.
- Attends staff meetings and trainings.
- Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
- Cultivates positive relationships and maintains effective communication with parents, children and other staff. Models relationship-building skills in all interactions.
- Ability to plan, lead and participate in a range of activities in a variety of outdoor/indoor settings. (May be required to lift and carry up to 50 lbs. in various forms. Required to sit, stand, or maintain physical activity for extended periods of time.)
- Performs other duties as assigned.

Signature of employee _____

Date _____

The statements of this job description are intended to describe the general nature and level of work being performed by people hired for this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.