

ASHLAND FAMILY YMCA
Job Description: Kids Club Counselor

Job Title: Kids Club Counselor
Supervisor: Youth Program Coordinator
Job Hours/Days: Monday, Tuesday, Thursday and Friday, 2:30p-6p & Wednesdays 1:30p-6p.
Position hours will vary and are also dependent on ratio; additional hours for Play Days, Kids Night Out, and staff training
Locations: On-site at the Ashland Family YMCA

POSITION SUMMARY:

As a Kids Club Counselor, you will be part of an amazing team supporting our youth development programs. You will provide childcare, homework support, enrichment & physical activities, and support children as they grow and learn. You will be responsible for directly supervising a group of children, as well as creating positive, nurturing relationships with children while building cooperative relationships with families. Our youth development staff provide quality experiences to children and parents that focus on the YMCA values: caring, honesty, respect, and responsibility. Promoting and supporting the potential of all youth in programs and facilitating peer-to-peer connections is a must.

JOB QUALIFICATIONS:

- Previous experience working with children in a childcare, camp, or classroom setting
- Maintain professional attitude, appearance and manners
- Must successfully pass a criminal background check
- CPR certification and Child Abuse Prevention training within 30 days of hire date
- Previous experience with diverse populations is preferred; the ability to develop positive, authentic relationships with people from all backgrounds
- Desire and ability to work with children ages 5-12 years of age
- Excellent communication and interpersonal skills
- Ability and willingness to fulfill responsibilities in accordance with program goals
- Knowledge and skills in leadership, child development, crafts, games, songs, etc. (or willingness to learn)

ESSENTIAL FUNCTIONS:

- Supervises a group of children, and ensure all children are aware of rules and daily scheduled routines.
- Follows program lesson plans and implements culturally relevant activities in a developmentally appropriate manner, meeting the individual needs of participants. Ability to lead and participate in a range of activities in a variety of indoor and outdoor settings.
- Serves as a positive role model and demonstrates professional behavior.
- Promotes a positive approach to supervision, communication, and interactions with others; maintains ongoing communication with supervisor.
- Demonstrates a working knowledge of the YMCA childcare policies; ensures the program meets the highest standards of excellence.
- Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention, and emergency procedures.
- Actively engages with youth and activities during the program.

- Maintains positive relationships and effective communication with participants families, coworkers, facility/school personnel, and members (if applicable). Respectfully relays information to families about a child's day.
- Maintains program site and equipment and assists with setup and breakdown of activities.
- Required to mop/sweep, wash the dishes, sanitize toys, take out trash/recycling, etc.
- Attends and participates in program activities, staff meetings, and staff trainings.
- Must commit to working 5 or more Play Days during the school year.
- Ability to walk, run, stand, and sit for long periods of time.
- May be required to lift and/or carry items up to 50 lbs.
- Performs other duties as assigned

Signature _____

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.