



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA JOB DESCRIPTION

Job Title: Child Care Counselor - Lead

Reports to: Program Executive

Revision Date: 8/21/20

### POSITION SUMMARY:

Provides direction for the program and classroom, develops and implements program curriculum. Provides a quality experience to children and parents that focuses on the YMCA values: HONESTY, RESPECT, RESPONSIBILITY, and CARING.

### ESSENTIAL FUNCTIONS:

1. Implements curriculum within the established guidelines.
2. Designs and implements daily lesson/activity plans.
3. Create and maintain staff schedule.
4. Supervises the children, classroom, staff and all activities
5. Makes ongoing, systematic observations and evaluations of each child.
6. Conducts parent conferences, and maintains positive relationships and effective communication with parents. Engages parents as volunteers.
7. Maintains program site and equipment.
8. Maintains required program records.
9. Attends and participates in family nights, program activities, staff meetings, and staff training.

### YMCA COMPETENCIES (Leader):

**Mission Advancement:** Accepts and demonstrates the Y's 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 other. Seeks first to understand the other persons 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 judgements, and transfers learning from one situation 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 assess personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skill required to perform well; uses best practices and demonstrate up-to-date knowledge and skills in technology.

### QUALIFICATIONS:

1. Meets educational and experience qualifications established by state law
2. At least 18 years of age
3. CPR, First Aid, AED certifications and Child Abuse prevention training within 30 days of hire date.
4. Previous experience working with children in a developmental setting preferred.
5. Ability to plan, organise and implement age appropriate/developmentally appropriate program activities.

### **PRINCIPAL ACTIVITIES:**

- Maintain 20 hrs of job relates training per employment year.
- Document accurate records for State, Municipality, and YMCA.
- Comply with Mat-Su Borough childcare regulations.
- Establish and maintain cooperative relations with YMCA staff, community organisations and program participants.
- Maintain availability to staff with situations and incidents with site.
- Demonstrates sound judgement on health and safety issues.
- Maintain a clean and safe environment by keeping supplies neat, orderly and accessible to children; and performing daily housekeeping chores including, but not limited to, vacuuming, sweeping, sanitising table surfaces and mats.
- Maintain appropriate parent/counselor relations.
- Take children outside for at least 20 minutes daily.
- Listen attentively and strive to meet the needs of the children in the program.
- Provide positive reinforcement and build self-esteem for each child daily through verbal and non verbal communication.
- Model the YMCA four core values at all times.
- Other duties as assigned.

### **PHYSICAL DEMANDS:**

- Participate in activities
- Speaking
- Singing
- Hearing
- Seeing close work and distant objects
- Reading/writing
- Organizing
- Pulling/Pushing
- Sitting
- Walking
- Running
- Bending/Twisting/Kneeling
- Grasping with hands
- Interacting appropriately with others
- Lifting/Carrying more than 50 pounds
- Exposure to loud noises
- Exposure to germs, infections and contagious diseases

I understand and accept that the above description represents my agreement as to the jobs to be performed.

Print Name:

Sign:

Date: