



CLUB KID COUNSELOR JOB DESCRIPTION

Position: Club-Kid Counselor

Reports to: Program Director

General Function

Under the direct supervision of the Program Director, counselors will carry out duties necessary to the daily function of the program.

Qualifications

1. Experience working with children
2. 18 years of age or older
3. Have, or be willing to obtain, First aid and CPR Certification
4. Must be fingerprint cleared and cleared through the N.Y.S. Central Clearance.
5. Be willing to update physical and TB test as the N.Y.S. Office of Children and Family Service dictates.

Specific Duties

1. Assist in planning a balanced program for group - consisting of games, crafts, outdoor & indoor team building activities, homework time and community service projects.
2. Assist in taking daily attendance/daily health checks.
3. Report any changes in behavior, attitudes or specific problems with the children.
4. Understand the YMCA's mission and policies related to admission, payments, accidents and incidents.
5. Be responsible for proper care of equipment and facilities.
6. Maintain daily staff-parent/guardian relations.
7. Appropriate dress and language for working with children.
8. Display appropriate and mature behavior, serving as a role model for the children.
9. To arrange ahead of time to have your position covered, in the event you are planning time off.
10. Provide a safe and healthy environment for the children.
11. Integrate the YMCA Core Values in all program areas.
12. Satisfy the training hour requirements to comply with the N.Y.S. Office of Children and Family Service.
13. Attend staff meetings and bi-annual conferences, as scheduled.
14. Work at least one School's Out Vacation Camp.
15. Volunteer for at least one YMCA special event.
16. Help in promotion of the program out in the community.
17. Understand that the job commitment is based on a traditional school year (Sept-June) and that job location can change from one site to another, at the discretion of the Program Director.
18. Flexibility is key, your supervisor can and will change or amend this agreement at any time. Employment is not guaranteed and is based on the needs of the association.

The Counselor's effort in the above areas should be directed so the results are:

1. A warm, progressive, educational, fun and safe environment for the children.
2. A program that parents/guardians can rely on, with their children being provided consistent care.
3. A coordinated, balanced program between the YMCA, school district and community.
4. A program that reflects the YMCA mission and values.

I understand that the signing of this document validates that I have read, understood and agreed to the job duties stated above.

Print name

Signature

Date