



MARCO ISLAND YMCA

JOB DESCRIPTION

Position Title: After School Counselor
Employment Classification: Seasonal
Date:

Department: Child Care
Reports To: Site Director
Approved:

GENERAL FUNCTION:

The After School Counselor is a vital member of a team of people with the goal of providing excellent care for school aged children (K-5th grade) during school holidays and camp days. Under the guidance of the Site Director, he/she will be responsible for direct supervision of children, implementation of planned daily activities, and maintenance of the Program environment, equipment and supplies. He/she will make every effort to develop and foster a positive relationship with the children and their parents.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Implement components of the Program as directed by supervisor
2. Oversee Program procedures for opening and/or closing in supervisor's absence
3. Take overall responsibility for an assigned group of children under the direction of the supervisor
4. Assist supervisor in maintaining accurate daily attendance records
5. Monitor and ensure safety of children at all times
6. Become familiar with school facility and staff, school expectations, and ensure same expectations are being followed with children during camp days
7. Report all problems, incidents and accidents to supervisor as they occur
8. Complete written incident and accident reports as necessary with assistance of Supervisor, according to YMCA policies and procedures
9. Complete age appropriate lesson plans for assigned group of students on a weekly basis.
10. Maintain and preserve all Program equipment and supplies
11. Organize rooms and areas before and after all uses and at beginning and end of Program Day.
12. Participate in weekly planning sessions to prepare lesson plans as due
13. Promote a positive relationship with parents by making a point of greeting them daily, sharing good news about their children with them, and informing them of any relevant information in a timely manner
14. Be to work 15 minutes prior to scheduled shift in uniform, so that you have time to have all electronics put in designated area, personal belongings away, badge on, supplies ready, and are ready to work upon clocking in.
15. Attend all training and attend monthly meetings, be actively involved and participate in all meetings, and group sessions
16. Be familiar with YMCA mission, policies, and procedures
17. Participate in YMCA programs and promotions
18. Keep the Child Care Supervisor informed of all program issues as they arise, especially when related to the children's behavior and development
19. Be an enthusiastic, dedicated, reliable and committed leader of our team

MINIMUM REQUIREMENTS:

1. Must obtain state mandated training of 45 hours with competency exam completed within 90 days of hire.
2. Certification in Infant, Child and Adult CPR, and Basic First Aid (preferred)
3. 18 Years or older
4. Must have own transportation.
5. Must be available to work full day shifts on days when Collier County Public Schools are closed.

Employers Rights

This job description does not list all the duties of the job. You may be asked by the President/CEO to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description. The employer has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

Employee's Signature

Date

Supervisor's Signature

Date