



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

THE FAMILY YMCA- JOB DESCRIPTION

Job Title: **iCARE After-School Counselor**

Schedule: Wed only 12pm-5:30pm

Job Type: Part-time

Job Code: 05-040506

FLSA Status: Non Exempt

Pay Range: \$8-\$11 per hr. DOE

Reports to: iCARE Coordinator

Revision Date: Aug 2013

POSITION SUMMARY:

The person selected for this position will be responsible for working with the iCARE Coordinator and Senior Program Director to ensure the successful administration and direct delivery of iCARE programming. This person is responsible for continuous high-quality customer service, which includes, but is not limited to meeting internal and external customer needs, and for presenting a positive attitude toward the Y, its staff, and its programs.

ESSENTIAL FUNCTIONS & JOB DUTIES:

1. Assist the Senior Program Director and iCARE Coordinator with administration, program delivery and facilitation of the iCARE activities and field trips
2. Complete Van Driver Training through the Y, and drive a Y van as necessary to transport iCARE participants on field trips off-site
3. Assist iCARE Coordinator and fellow staff to maintain binders and folders for all iCARE participant paperwork
4. Utilize with competency computer software such as Microsoft Office, email and any other programs that may be used for communication with iCARE Coordinator or Y staff.
5. Work with iCARE staff to coordinate and facilitate meaningful environmentally-related activities and field trips for the iCARE participants
6. Work with iCARE Coordinator to manage duties related to the scheduling of iCARE activities and field trips (following pre-planned schedule of activities as directed by iCARE Coordinator)
7. Supervise and present positive role modeling to iCARE participants (ages 5-11)
8. Assist iCARE Coordinator to respond to communication with iCARE participants' parents via phone calls (as necessary)
9. Work with iCARE staff and parents to collect program evaluation data
10. Uphold safety and Child Protection standards for all iCARE activities
11. Attend staff meetings and other meetings and trainings as required
12. Maintain a professional appearance and manner reflective of Y standards.

PHYSICAL DEMANDS:

Lift 40 pounds using proper technique

Must have adequate vision to effectively review documents in varied formats i.e....paper and digital

Must have adequate hearing to respond to members and interact with the public.

JOB QUALIFICATIONS:

EDUCATION:

College degree in a related field

Desire/Experience working with age group 5-11 in outdoor environment preferred.

Experience/background in environmental/ecological education and programming highly desired.

KNOWLEDGE/EXPERIENCE:

Must have the ability to demonstrate and/or show competency in the following areas:

- Supervising youth and presenting positive role modeling through all interactions with program participants.
- Must be at least 21 years old, must have a valid driver’s license and clean driving record in order to meet Y Van Driver requirements.
- Work a flexible schedule to meet program staffing/planning needs.
- Exercise mature judgment and sound decision making.
- Communicate effectively both orally and in writing.
- Learn, follow and enforce local Y and national guidelines related to internal policies.

PROFESSIONAL EXPECTATIONS:

The iCARE After-School Counselor will present a competent and positive image of The Family YMCA through the professional and safe coordination of all iCARE programming, quantified by completion of the key areas of responsibility and continuous improvement of the systems.

In addition the iCARE After-School Counselor will exhibit and represent behaviors consistent with the expectations within the YMCA competency guidelines listed below:

- Accepts and demonstrates the Y’s values.
- Demonstrates a desire to serve others and fulfill community needs.
- Works effectively with people of different backgrounds, abilities, opinions, and perceptions.
- Builds rapport and relates well to others.
- Makes sound judgments, and transfers learning from one situation to another.
- Embraces new approaches and discovers ideas to create a better member experience.
- Strives to meet or exceed goals and deliver a high-value experience for members.
- Pursues self-development that enhances job performance.
- Demonstrates an openness to change, and seeks opportunities in the change process.

JOB DESCRIPTION REVIEWED AND UNDERSTOOD:

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____