



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BEFORE AND AFTER CARE COUNSELOR

Job Title: **Before and After Care Counselor**

FLSA Status: Non-exempt, Seasonal

Reports to: Before and After Care Director

Revision Date: 06/14/2022

POSITION SUMMARY:

Responsible for the safety and security of all children under your supervision. Responsible for providing leadership for before and after school youth programs for children 5-12 years of age. Encourage children to participate in daily enrichment group activities. Curriculum includes, but is not limited to: field trips, character development activities, arts and crafts, swimming, nature walks, outdoor/indoor games, and general recreation. Ensure all children are well supervised and participating in safe activities at all times. Responsible for following all YMCA policies and procedures including, the recommended COVID-19 guidelines from the Centers for Disease Control and prevention (CDC) and local, state and federal health officials. Provides a quality experience to children and parents focused on YMCA core values: caring, honesty, respect, and responsibility.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

1. Assume responsibility for the safety and well-being of all program participants at all times and report any problems with staff, children or parents to Director.
2. Follow YMCA policy and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
3. Help plan, implement and supervise group activities according to the goals and plans of the Greater Joliet Area YMCA.
4. Provide a high level of customer service while interacting with school personnel, YMCA members, guests, and staff.
5. Develop a positive working relationship with program-participant and parents.
6. Ensure the proper maintenance of storage areas, equipment and supplies.
7. Actively participate in all programming curriculum.
8. Assist with the daily set up and clean-up of activity area, craft projects and snack.

GREATER JOLIET AREA YMCA

Metropolitan Offices

749 Houbolt Road • Joliet, IL 60431

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9. Know and adhere to all school policies and guidelines, and be respectful of shared space between the school and program.
10. Attend all staff meetings and trainings.
11. Be a positive role model for the parents, staff and children.
12. May be responsible for COVID-19 related curbside pick-up and drop off procedures per school guidance, including but not limited to:
 - a. Upon pick-up be required to confirm authorized person is able to pick up student(s) by verifying their photo ID.
13. Responsible for cleaning/disinfecting all high touch areas on a regular basis and as needed.
14. Accepts other duties as deemed appropriate within scope of position.

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 others. Seeks first to understand the other person's 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 judgments, and transfers learning from one situation to 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 assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. High school graduate or equivalent; one year or more of college preferred.
2. At least 18 years of age.
3. Previous experience working with children preferably in a childcare setting.
4. CPR, First Aid, AED certifications and Child Abuse Prevention training required before employment.
5. Previous experience with diverse populations preferred.

PHYSICAL DEMANDS

Ability to plan, lead and participate in a range of activities in a variety of outdoor/indoor settings.



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I have read and understand this position description and believe I am capable and qualified to handle the position as presented.

Applicants Name (printed)

Date

Signature: _____

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