



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

JOB DESCRIPTION

Job Title: **21st CCLC Counselor**

Reports to: **21st CCLC Site Director**

Revision Date: 7/3/2017

JOB DESCRIPTION:

To assist the 21ST Century Community Learning Center (CCLC) Site Director in running a sustainable and successful after school program. Must be willing to help the after school program exceed goals and expectations for participants in the form of program implementation and creating positive relationships. This position will work primarily Monday– Thursday from 2:45pm-6:00pm at Greensburg Elementary School. Additional hours may be required/offered on week nights for program special events and full day on school breaks.

JOB QUALIFICATIONS:

- Experience in youth programming in after school setting
- Ability to communicate with different audiences including parents, students and community members
- Passion for working with elementary age youth
- Ability to be flexible and open-minded
- Outgoing and energetic personality
- Must have basic knowledge of age appropriate games and activities

ESSENTIAL FUNCTIONS

1. Supervise and implement activities that will accomplish 21st CCLC program goals and objectives
2. Assist with family night, parental involvement activities, and student showcases.
3. Enforce behavior expectations for program participants and ensure that they are fully established throughout the program.
4. Must be able to ensure a safe environment.
5. Help in the set-up and take down of equipment.
6. Perform any other tasks assigned by the 21st CCLC Site Director
7. Ability to assist with homework for grades K-5
8. Having fun with the students and able to be creative
9. To implement and follow all abuse risk management guidelines and training.
 - a. Adhere to policies related to boundaries with youth.
 - b. Adheres to procedures related to managing high-risk activities and supervising youth.
 - c. Reports suspicious or inappropriate behaviors and policy violations.
 - d. Follows mandated abuse reporting requirements.

RESPONSIBILITIES:

- Know and follow the YMCA mission statement. "To put Christian principles into practice through programs that build healthy spirit, mind, and body for all."
- Know and model the four Core Values of the YMCA: Caring, Responsibility, Respect, Honesty.
- To complete YMCA orientation and CPR, first aid, and AED training within 90 days of employment.



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- Attends required abuse risk management training
- Maintain a positive attitude about the YMCA both on and off premises.

EFFECTS ON END RESULTS:

Success in this position will result in a quality program that meets all the goals set forth in the 21st CCLC Grant proposal.

Employee Signature

Date