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## BERWICK AREA YMCA JOB DESCRIPTION

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

FLSA Status: Hourly, PT

Reports to: Director, Innovation Programs

Revision Date: June 2021

### POSITION SUMMARY:

Develops, organizes and implements high quality before and after school programs.

### ESSENTIAL FUNCTIONS:

1. Assists Director and staff in providing enrichment activities to students grade K-8 before and after school, including physical activity, arts and crafts, homework help and more
2. Monitors and directs student progress and acquisition of appropriate skills and behaviors
3. Assists in meeting special needs which may include behavioral or emotional support
4. Performs a variety tasks in the classroom and physical education spaces at the Berwick Area YMCA
5. Administers education and enrichment strategies based on the Positive Intervention and Support (PIS) model, including:
  - o Designing effective classroom environments
  - o Developing predictable routines
  - o Explicitly posting and teaching positively-stated classroom expectations
  - o Delivering engaging instruction
  - o Providing prompts and active supervision
  - o Acknowledging students with specific praise and recognition

### YMCA COMPETENCIES (Team Leader):

***Mission Advancement:*** Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

***Collaboration:*** Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience.

***Personal Growth:*** Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. 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. Interest in K-12 education, counseling or related field
2. Associate's Degree, CDA or equivalent experience preferred
3. Typical requirements within prescribed timelines of hire include: completion of: New Staff Orientation, Member Service Training CPR; First Aid; AED; Bloodborne Pathogens
4. Completion of YMCA program-specific certifications
5. Ability to pass background checks in accordance with all Berwick Area YMCA policies for child abuse prevention, NSOR and State Police

## **PHYSICAL DEMANDS**

Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.

1. While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device. The employee frequently is required to sit and reach, and must be able to move around the work environment.
2. While performing the duties of this job, the employee is often required to complete activities with students that include motions such as: climbing stairs or ladders, bending, stooping, kneeling, twisting, reaching, sitting, standing for an extended period of time, walking, running, lifting, have finger dexterity, perform repetitive motions, talk, hear and have visual acuity.

## **EFFECT ON END RESULT:**

1. Attainment of annual YMCA program and enrollment goals within the framework of strategic and operating plans.
2. Professional growth evident through participation in workshops as well as accomplishment of personal training objectives.
3. Sound program supervision, evident through quality leadership, well planned events, program evaluations and attainment of program standards.
4. A stellar reputation of YMCA BAAB Enrichment programs throughout the YMCA service area.