

YWCA Northern New Jersey Job Description

To Be Completed by Human Resources

Job Code:

Grade:

FLSA Status: Non-Exempt

Job Title: SAP Youth Counselor

Supervisor's Title: Manager of School Age Programs

Department: Youth Services

Job Summary

Enthusiastically represent the YWCA by displaying a positive attitude, maintaining a high level of energy and commitment to quality throughout all aspects of the job. The SAP Youth Counselor is responsible for following the daily schedule and implementing programming as directed by the Site Supervisor.

Key Responsibilities

Assist the Site Supervisor to create a fun, safe, engaging before and afterschool program.

Consistently actively engage with all children at all times – do not sit on sideline just watching activity.

Follow the school-age curriculum /daily and monthly schedule as directed by the Site Supervisor

Assist the Site Supervisor to take attendance daily and keep track of participant absences

Prepare and organize snacks for children, remind them to wash hands, assist with clean up

Assist with homework as directed

Inform the Site Supervisor when there is a need to replenish/refurbish equipment, crafts and first aid supplies at your site.

Assure that all activities are in accordance with the policies and philosophy of the YWCA, and NJ DCF standards

Assist the Site Supervisors to handle participant-related problems, including behavior problems, accommodating those with special needs as directed

Comply with New Jersey State Licensing Requirements and adhere to YWCA Policies and Procedures including Risk Management Policies and Procedures.

Ensure that incident report(s) are properly documented and submitted to your Site Supervisor within 24 hours of incident(s).

Meet with Site supervisor monthly and attend departmental and other staff meetings as requested.

Attend recommended training, educational programs that would enhance YWCA programs.

Maintain confidentiality regarding all personal information about children, families, and staff.

Foster a sense of belonging, safety, and community to participants.

Participate in vacation day events as needed.

Perform other duties as assigned

Qualifications

Education/Experience:

High School Diploma / GED **and at least** one year working in youth/childcare setting - required

Licensing and/or Certifications: Required to successfully complete CPR/First Aid certification within 30 days of hire.

Skills and Abilities:

- Ability to work as a part of a team and to collaborate with colleagues.
- Demonstrated communication skills (verbal and listening).
- Excellent organizational skills.
- Ability to work in a fast paced environment and with a diverse population.
- Demonstrated problem solving ability.
- Capability to respond to emergency situations and handle stress.

Physical Requirements: *The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Walk, talk, sit, hear and lift up to 20 lbs.

Travel, (If applicable) Program assignment can vary, must be able to travel to other school sites

Additional Comments

Must embrace the mission and values of the YWCA, have a strong customer focus, and the ability to work with a multi-generational, diverse workforce and membership. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills required to perform this job, rather describes the essential functions/responsibilities of the job.

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

Staff Signature: _____ Date: _____