

Goldsboro Family YMCA Job Description

Position Title: Y Clubhouse Counselor
Supervisor: Youth & Family Services Director
FSLA Status: Non-exempt
Branch: Goldsboro YMCA
Department: Youth & Family Services
Date prepared: July 30, 2019

General Function

A Clubhouse Counselor provides direct supervision to a group of children in the Nursery and GAMES program, ensuring a quality experience to children and parents that focuses on the YMCA values: honesty, respect, responsibility, and caring. A Clubhouse Counselor creates positive, nurturing relationships with children, while building cooperative relationships with parents/caregivers.

Know How

A Clubhouse Counselor must possess good communication and organizational skills. A Clubhouse Counselor must have the ability to maintain control of area even when distracted by noise or activity, and work with a diverse group of people. A Clubhouse Counselor also must possess:

- CPR, First Aid, and AED certifications and Child Abuse Prevention training within 30 days of hire date
- Ability to implement age-appropriate/developmentally appropriate program activities
- Previous experience with diverse populations
- Ability to develop positive relationships with people from different backgrounds

Physical Requirements

- Must be able to stand for long periods of time
- Lift items (up to 20 lbs)
- Carry items (up to 20 lbs)
- Must be able to communicate verbally with good voice projection

Principle Activities

- Supervises a group of children
- Implements program activities
- Adheres to program standards, including safety and cleanliness standards
- Maintains required program records
- Attends staff meetings and trainings
- Maintains positive relations with parents and other staff

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of his job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description reflects management’s assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned. We understand and mutually accept that the above description represents our agreement as to the job performed.

Supervisee Date

Supervisor Date