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FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF LANSING JOB POSTING

YMCA Before & After School Counselor

General Function: This position under the direction of the B&A Program Director is responsible for the supervision and well-being of a group of assigned children enrolled in the YMCA B&A program. The B&A school counselor will serve as an appropriate role model for staff and children at the assigned site.

Job Requirements:

- Minimum age of 19 years with high school degree or higher
- Desire to work with children and peers
- Ability to lead and supervise participants
- Strong interpersonal skills
- Ability to accept supervision and guidance as well as constructive feedback
- Ability to lead, teach and supervise children in group activities, recreational activities, and follow assigned curriculum
- Experience in supervising children and working with a team
- Must complete all required YMCA trainings in the expected timeframe

Position Responsibilities:

- Work closely with the site coordinator, other site staff, school leadership, parents and children
- Must be able to lift 40lbs and be able to actively participate in activities with the children when required
- Assist with program and curriculum execution, clean up, and on site assigned facility area
- Participate in long term and weekly lesson planning not limited to but including 60 minutes of active play and 45 minutes of homework help
- Attend all scheduled staff meetings and trainings as assigned by site coordinator, program coordinator or senior program director
- Assist with inventory and maintaining all needed equipment and supplies at assigned site
- Supervise all assigned children at assigned site ensuring each child is safe and their well-being is cared for
- Ensure children are safe while in YMCA programs
- Follow all YMCA of Lansing policies for part time employees

Disclaimers:

- Must complete successful background screening and drug test for YMCA and all other off-site screenings for partnering organizations.
- This job description may not be all-inclusive and employee is expected to perform all other duties as assigned by direct management.
- Job descriptions and duties may be modified when deemed appropriate by management.

Salary: part-time work schedule with a max of 28 hours a week, early mornings & late afternoons, \$9.45 to 10.00/hr.

Include: Cover letter, resume, three references.

Contact: Amy Stearns, Director of HR & Risk, careers@ymcaoflansing.org