



FOR YOUTH DEVELOPMENT®  
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.

#### **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

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

#### **Benefits:**

- Free YMCA Adult Membership
- 25% discount on program fees for themselves up to \$300 per year
- 12% retirement contribution upon eligibility
- Paid medical leave based on status and hours worked
- Ability to earn professional development hours
- Paid YMCA risk required trainings

#### **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
- Complete required Miregistry trainings as required by LARA

#### **Disclaimers:**

- Must complete successful background screening, TB 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.

**Include:** Cover letter, resume, three professional references.

**Contact:** Amy Stearns, Director of HR & Risk, [careers@ymcaoflansing.org](mailto:careers@ymcaoflansing.org)