



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## MANITOWOC TWO RIVERS YMCA

Job Title: AM and/or PM SACC Counselor

FLSA Status: Hourly

Reports to: SACC and Y B.R.E.A.K. Manager

Revision Date: 01/2019

Includes: Free Y Membership and discounted programs Wage: Starting at \$12

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### POSITION SUMMARY:

The person selected for this position will be under the direct supervision of the SACC/BREAK Manager and Senior Childcare Director and will be responsible for providing an appropriately safe, caring and enriching environment for the children enrolled in the YMCA School Aged Before and After-School (SACC) programs. Counselors are responsible for conducting themselves in an appropriate manner, setting an example for children, parents and coworkers by reflecting the YMCA core values of caring, honesty, respect and responsibility. Counselors are responsible for complying with all standards set by the State of Wisconsin Licensing Agency and will assist in ensuring that staff adheres to all YMCA Childcare Policies and Procedures.

### ESSENTIAL FUNCTIONS & JOB DUTIES: GENERAL JOB FUNCTIONS:

- Adhere to policies as stated in the YMCA Childcare Policies and Procedures Manual and in subsequent YMCA trainings and meetings
- Attend a monthly staff meetings, generally held at the YMCA from 6:15-7:45 p.m.
- Work in a team environment and encourage open communication regarding concerns/issues with children, parents or co-workers.
- Communicate with the SACC Manager daily
- Initiate and maintain positive relationships with school staff including principal, secretaries, custodial staff and teachers of key importance to the after school programs
- Keep a consistent headcount on all children present at site; communicate changes with all other staff
- Assist in maintaining clean-up schedules; including janitorial duties necessary to maintain the cleanliness of the school facility and YMCA vans
- Comply with the "checks and balances" system to ensure that clean-up is done **EVERYDAY**
- Maintain accurate documentation of attendance, absences and emergency information on each child
- Comply with all emergency procedures appropriate to the site and in conformity with procedures adopted by emergency service authorities to ensure the safety of the children and staff
- Maintain all supplies, equipment and materials; inform the Site Director when new/additional supplies are needed

- Ensure that all staff and children are respectful of school property; ensure all school rules are followed

#### **RESPONSIBILITIES WHEN INTERACTING WITH CHILDREN:**

- Consistently demonstrate positive interaction with all children; talk to them and treat them with dignity and respect
- Consistently demonstrate positive discipline; teach and redirect rather than scolding or reprimanding them; firmly and consistently enforce the rules; ensure that „the punishment fits the crime“
- Express clear expectations and hold children accountable for adhering to them
- Help children to develop a positive self-esteem and sense of self-worth
- Consistently demonstrate and reinforce the values of caring, respect, honesty and responsibility

#### **RESPONSIBILITIES WHEN INTERACTING WITH PARENTS:**

- Positively ID parents before releasing children (picture ID necessary until you can personally identify them)
- Introduce yourself to parents and communicate with them regularly regarding program information: schedule changes, permission slips
- Communicate on a daily basis regarding the behavior of their children positive and negative (make sure to have parents review and sign corrective behavior reports)
- Encourage parents to participate or volunteer in special events or on field trips
- Express appreciation for their interest in their child(s) participation in the program

#### **EDUCATION:**

HS Diploma or General Equivalent Diploma Experience working with children of varied ages highly desired.

#### **KNOWLEDGE/EXPERIENCE:**

- Must have the ability to demonstrate and/or show competency in the following areas:
- Supervising youth and presenting positive role modeling through all interactions with program participants.
- To meet program goals as outlined in the Childcare Policies and Procedures Manual
- To keep confidences, loyalties and practice professionalism
- Be reliable and dependable
- If 21 years old, able to drive safely and within the required posted speed limit, have a valid license, current insurance, and a clean driving record; able to pass a defensive driving course
- Work a flexible schedule to meet program staffing/planning needs.
- Exercise mature judgment and sound decision making.
- Communicate effectively both orally and in writing.
- Learn, follow and enforce local Y and national guidelines related to internal policies.

#### **PHYSICAL DEMANDS:**

- Lift 35 pounds using proper technique

- All teachers must possess and demonstrate the ability to interact with children on an on-going basis at the child's level.
- This interaction shall include activities such as getting down on the floor to work with a child, running, jumping, walking, standing, bending, reaching and lifting equipment, participating in outdoor playground activities, and field trips as needed.
- Must be able to lift, carry and load equipment, children, furnishings and program supplies (up to 30 pounds).
- Must possess auditory and written communication skills for use with both children and adults.

### PROFESSIONAL EXPECTATIONS:

The SACC Counselor will present a competent and positive image of the YMCA through the professional and safe coordination of all Child Care programming, quantified by completion of the key areas of responsibility and continuous improvement of the systems. In addition the SACC Counselor will exhibit and represent behaviors consistent with the expectations within the YMCA competency guidelines listed below:

- Accepts and demonstrates the Y's values.
- Demonstrates a desire to serve others and fulfill community needs.
- Works effectively with people of different backgrounds, abilities, opinions, and perceptions.
- Builds rapport and relates well to others.
- Makes sound judgments, and transfers learning from one situation to another.
- Embraces new approaches and discovers ideas to create a better member experience.
- Strives to meet or exceed goals and deliver a high-value experience for members.
- Pursues self-development that enhances job performance.
- Demonstrates an openness to change, and seeks opportunities in the change process.

### YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience.

Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. 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.

I understand and mutually accept that the above job description represents my agreement as to the job to be performed and that this job description is not a contractual agreement.

Employee Signature

Date

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Supervisors Signature

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