

**Title:** Youth Services Counselor

**Exempt:** NO

**Reports To:** Youth Services Director

**Statement of Job:** Under the general supervision of the Youth Services Director the Youth Services Counselor will work with the After School Care and Summer Camp Programs. Work ethic must be consistent with the mission of the YWCA.

**Mission Statement**

The YWCA is dedicated to eliminating racism, empowering women and promoting peace, justice, dignity and freedom for all.

**Qualifications:**

1. Graduation from High School or GED
2. Commitment to eliminating racism and empowering women
3. Flexibility and sensitivity with multi-cultural groups and issues affecting women
4. Proficiency in word processing, data collection and most office computer operations.
5. Creative initiative to expand existing programs and develop new programs
6. Professional image
7. Have excellent written, oral and presentation skills
8. Sound judgment, initiative and independent thinking
9. Current CPR / First Aid
10. Current Drivers License and reliable transportation
11. Relate to all members, participants and volunteers
12. Flexibility in schedule

**Physical Requirements:**

1. Auditory ability to respond to critical incidents
2. Ability to perform routine first aid tasks
3. Ability to observe staff effectiveness, enforce appropriate safety regulations and emergency procedures and apply appropriate behavior management techniques
4. Physical ability to operate emergency exits and perform emergency procedures
5. Ability to participate in activities and help all participants experience success
6. Ability to lift 25 pounds

**Principle Responsibilities:**

1. Provides instruction and supervision of youth services programs including but not limited too: After School Care and, Summer Camp
2. Develops and evaluates curriculum which is challenging, supportive and age appropriate.
3. Encourages and motivates participation in sports and fitness
4. Maintain adequate records to evaluate, control and measure effectiveness
5. Coordinates special projects and events
6. Interpret YWCA goals, mission and procedures to the community

**Effect of End Results:**

The effectiveness of the employee will be measured by mutually agreed upon goals. Furthermore, the effectiveness can be demonstrated and recognized by:

- The degree to which the number and variety of youth offerings increases
- Clean, safe and up to date facilities and equipment
- YWCA has visibility in the community
- Programs are evaluated regularly and results are acted upon
- Significant growth of the youth services programs
- Satisfactory attainment of goals
- YWCA mission and objectives evident in all youth programs and facilities
- Morale, enthusiasm and effectiveness of employees/volunteers in assigned areas.
- Steady growth in professional skills and abilities
- Staff professionally represent the YWCA
- Performs other duties as assigned

We understand and mutually accept the above job description and any supplemental request is our agreement as to the job to be performed

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**Supervisor**                                  **Date**                                  \_\_\_\_\_  
**Employee**                                  **Date**

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**Executive Director**                                  **Date**