FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Ruby C. Hunt YMCA

Position: Afterschool Counselor / Group Leader

Department: Family Programs
Exempt Status: Non-Exempt
Reports To: Family Programs Director/ Family Coordinator
Leadership Level: Team Leader

Position Summary:

The Afterschool Counselor/Group Leader is responsible for creating a safe, engaging, and positive environment for children participating in the Ruby C. Hunt YMCA Afterschool Program. Under the direction of the Family Programs Director and Family Programs Coordinator, this position supervises children, leads daily activities, builds meaningful relationships with youth and families, and serves as a positive role model while upholding the YMCA's mission and values.

The ideal candidate is energetic, dependable, enjoys working with children, and is committed to helping every child feel welcomed, supported, and successful.

Essential Responsibilities

Youth Development

- Provide direct supervision of a group of children while maintaining a safe and inclusive environment.
- Learn and use every child's name to help build positive relationships.
- Plan and lead age-appropriate activities including:
  - STEM activities
  - Arts & crafts
  - Outdoor games
  - Team-building activities
  - Character development lessons
  - Homework assistance
  - Physical activities
- Encourage participation and ensure every child feels included.
- Redirect inappropriate behavior using positive behavior management techniques.
- Recognize and celebrate positive choices and accomplishments.

Safety & Supervision

- Maintain constant supervision of children at all times.
- Follow YMCA safety policies and emergency procedures.
- Complete incident and accident reports accurately and promptly.
- Conduct regular head counts and attendance checks.
- Ensure children are released only to authorized individuals.
- Keep program areas clean, organized, and hazard-free.
- Administer basic first aid when necessary and notify supervisors immediately of emergencies.

Parent & Family Engagement

- Build positive relationships with parents and guardians.
- Communicate professionally regarding children's successes, concerns, and daily experiences.
- Greet families during arrival and dismissal.
- Maintain confidentiality regarding all participants.

Program Operations

- Assist with snack distribution while following health and sanitation guidelines.
- Help prepare materials and set up activities before program begins.
- Clean and sanitize program spaces daily.
- Assist during school dismissals, bus arrivals, and dismissal procedures.
- Participate in special events, field trips, and family engagement nights as assigned.
- Attend all required staff meetings and trainings.

Teamwork & Leadership

- Serve as a positive role model for youth and fellow staff.
- Support coworkers and maintain a positive team environment.
- Take initiative and assist wherever needed.
- Communicate concerns promptly to the Family Programs Director.
- Represent the YMCA professionally at all times.

Qualifications

Required

- Must be at least 16 years old.
- Experience working with children is preferred.
- Ability to communicate effectively with children, parents, and staff.
- Ability to remain calm in stressful situations.
- Strong teamwork and leadership skills.
- Reliable transportation and dependable attendance.

Certifications (Required within 60 Days)

- CPR/AED & First Aid
- Child Abuse Prevention & Bloodborne Pathogens Training
- New Employee Orientation /Any additional YMCA-required trainings

YMCA Core Values

Staff are expected to model the YMCA's values every day:

- Caring – Show kindness and compassion to every child.
- Honesty – Be truthful and trustworthy.
- Respect – Treat everyone with dignity and inclusion.
- Responsibility – Be dependable and accountable.
- Faith – Demonstrate hope, encouragement, and servant leadership while supporting the YMCA's Christian mission.

Physical Requirements

- Stand, walk, bend, kneel, and actively engage with children throughout the shift.
- Lift and carry up to 50 pounds with assistance.
- Work both indoors and outdoors in varying weather conditions.
- Maintain visual and auditory awareness to respond quickly to emergencies.

Schedule

- Monday–Friday: Approximately 2:30 PM–6:30 PM during the school year
- Additional hours available for:
  - Early release days
  - Teacher workdays
  - Holiday camps
  - Summer Camp opportunities

Performance Expectations

Successful Afterschool Counselors:

- Create a fun, safe, and welcoming environment every day.
- Arrive on time and prepared for each shift.
- Engage with children rather than standing on phones or talking with coworkers.
- Maintain professionalism and positive attitudes.
- Follow all YMCA policies and licensing requirements.
- Communicate respectfully with staff and families.
- Demonstrate initiative and flexibility.
- Promote the YMCA mission through outstanding service.

Why Join the YMCA?

Working at the YMCA means making a lasting impact on children and families every day. Our staff help build confidence, foster friendships, encourage healthy lifestyles, and strengthen our community.

For more information, contact Amber Wray at Awray@clevecoymca.org or call (704) 669-3654

To apply for this position, complete an online application HERE.

The YMCA: We're for youth development, healthy living, and social responsibility.

YMCA Mission: Helping all people reach their God given potential in spirit, mind and body.