



# Bloomington–Normal YMCA

## Job Description

Position Title: Y-Pals Counselor

Immediate Supervisor: Childcare Director

Department: Child Care

Account Number: 335

Date: 11/19/11

### General Function

Under the direction of the Child Care Director, the Y-Pals Counselor is responsible for supervising Y-Pals child care sites and implementing the YMCA Child Care standards. The standards provide a base for development of an excellent child care program for school-age children.

### Skills & Qualifications

The Y-Pals Counselor must be at least 18 years of age and enjoy working with children. The Y-Pals Counselor must also have current First Aid and CPR certifications within one month of employment.

### Essential Functions:

1. Acknowledge each parent and child by name upon arrival and departure of the site. Give parents positive and negative feedback regarding their child every time they depart the site.
2. Supervise and interact with the children at all times.
3. Maintain attendance and payment records at each site.
4. Maintain a safe and clean environment on a daily basis.
5. Follow the Bloomington Normal YMCA Personnel Policies and procedures.
6. Record and report any accident, incident, injury or important information to the Child Care Director immediately.
7. Maintain a positive and professional attitude toward parents, children, other staff and school faculty.
8. Work at School Break Days as assigned by the Child Care Director.
9. Be sensitive to each individual child's needs.

10. Attend staff meetings and assigned trainings.
11. Promote the School Break Days and Camp Chrysalis programs.
12. Fulfill the mission of the YMCA by emphasizing character development and specifically the YMCA core values of caring, honesty, respect and responsibility.
13. Work assigned Y-Pals schedule as assigned by the Child Care Director.
14. If unable to work an assigned shift, staff members must find a substitute and notify the Child Care Director of the change. All absences must be reported at least three hours prior to the scheduled start of the shift. Absences not reported three hours prior to the scheduled shift and absences not approved by the Child Care Director will be considered unexcused and result in disciplinary action.

**EFFECT ON END RESULT**

1. The quality of the YMCA Child Care Program will be enhanced and be recognized in the community.
2. Parents and children will be happy and satisfied with the program resulting in high retention rates.

Employee Signature: \_\_\_\_\_ Date: 11/19/11

Supervisor's Signature: \_\_\_\_\_ Date: 11/19/11