

Job Description

Position Title: Youth Counselor/Youth Sports

Department: Youth and Family Programs

Qualifications/
Requirements: Must be 16 years or older. Complete Youth Counselor Orientation, Blood borne Pathogens and Child Abuse Protection Training.

Duties: Under the direct supervision of the Youth Sports Coordinator and Program Director, the Youth Counselor is responsible for providing a safe and healthy environment for our youth participants which may include but not limited to the following responsibilities:

- Responsibilities:
- Build Relationships
 - Teach and demonstrate Caring, Honesty, Respect and Responsibility
 - Represent the Grants Pass Family YMCA, its policies and procedures
 - Dress appropriately (casual, yet professional)
 - Pick up trash
 - Cordially greet all members (by name, if possible), class participants, and general public (SMILE)
 - Be on time for all shifts
 - Attend all staff meetings and required trainings
 - Be alert to safety procedures and issues at all times
 - Obtain and maintain all required certifications as needed
 - Effectively deliver the program set forth by the Youth Sports Coordinator/Program Director
 - Direct and lead all daily activities for your group/team
 - Have ready all equipment/supplies as needed
 - Inspect equipment for safety, repair, and cleanliness
 - Dispose of worn toys/equipment
 - Be sure all children in your care are accounted for regularly
 - Promote interactive activities such as games or crafts when appropriate
 - Be sure all activities are safe and age appropriate
 - Encourage involvement from all in your care
 - Ensure safe supervision of all participants at all times
 - Accurately maintain attendance records
 - Maintain accurate records of sign in/out and verify those picking up the children are authorized
 - Communicate positively with program participants, parents and supervisors
 - Ensure activities and events take place in a quality and timely manner
 - Respond to and report all accidents and incidents
 - Communicate with Youth Sports Coordinator/Program Director any problems or areas of concern
 - Properly put away equipment when done and lock up as needed
 - Report any necessary repair needs to your supervisor
 - Other tasks as needed

I accept the position as described above.

Employee Signature

Date