

Equal Opportunity Employer
YMCA of Greater Tulsa
Job Vacancy Notice

JOB TITLE: After School Counselor
BRANCH: Westside Branch YMCA
CONTACT PERSON: Summer Knox
TELEPHONE: 918-728-3922

CLASSIFICATION: Part-Time, Non-Exempt
SALARY RANGE: \$7.50 per hour
REPORTS TO: After School Director
CLOSING DATE: April 15, 2012

ENTRY REQUIREMENTS:

- Must be 18 years of age or older
- Must be an example of good moral behavior
- Basic First Aid and CPR certification current or obtained as soon as possible
- Desire to work with children on a daily basis

EXPERIENCE:

- Required at least 3 months working and/or volunteering with children ages 5-12
- Prefer one or more years of college in a related field (i.e. recreation, child development, psychology, etc.)
- Knowledge and ability to lead structured activities for children ages 5 - 12

JOB REQUIREMENTS:

- Responsible for supervising groups of 10 to 15 children at an after school site
- Must be dependable including on time for shifts, advance notice of time off, and a reliable source of traveling to the sites
- Be a stellar example of positive behavior by modeling the YMCA's four core values of caring, honesty, respect, and responsibility
- Attend & participated in all required trainings, workshops, planning sessions, and staff meetings
- Follow branch and association policies and procedures not limited to dress code, attendance, and behavior on a daily basis
- Lead and participate in a variety of positive program experiences for assigned group during care hours
- Maintain appropriate discipline and consequences, approved by disciplinary guidelines, to participants as needed
- Prepare and administer activities according to schedule set by before and after school site coordinator/before and after school director
- Report any incidents, accidents, behavioral issues, and attendance records to next level supervisor within work day
- Keep accurate count of children through name and facial recognition
- Implement and follow oral and written instructions for self, peers, and participants
- Ability to communicate effectively with co-workers, supervisors, participants, and parents
- Display mature judgment in emergency situations through your training and branch procedures
- Keep program areas clean and organized before, during, and after shifts
- Other related duties as assigned
- Possibility for continued employment through Summer 2012

Pick up application and Submit application to:

Westside YMCA

5400 S. Olympia Avenue Tulsa, OK 74107

Summer Knox

sknox@ymcatulsa.org

www.ymcatulsa.org for on-line application