



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

**GREENWOOD FAMILY YMCA
AFTERSCHOOL COUNSELOR APPLICATION**

Name of Applicant: _____ Contact #: _____

Greenwood Family YMCA, Application Questionnaire, 2015-2016 Afterschool Program

Thank you for your interest in becoming a YMCA Afterschool Counselor. Please fill out the following questionnaire and return along with a Job Application to the front desk. If you are selected for an interview, you will be contacted about additional steps in the hiring process.

We are looking for the following Counselor qualifications.

Counselors who:

- Will be nurturing to all participants
- Will give love and accept ALL children, inclusive of diversity
- Are caring, honest, respectful, and responsible in order to foster cooperation, trust, integrity, and accountability for all actions
- Can develop leadership and decision-making skills through social interaction and group activities
- Commit to fostering development in building relationships, gaining achievement, and creating a sense of belonging

Staff are required to be available to work Monday-Friday from 2:00pm-6:00pm. Please plan on completing at least 15 hours of job training during the first 30 days of employment. Everyone must be able to attend trainings held by the Youth Development team, which will be announced at a later date.

Please number in order of preference the following positions you are applying:

_____ K5-1st Counselor _____ 2nd-3rd Counselor _____ 4th-5th Counselor _____ 6th-8th Counselor

On the following list, please **check** those activities in which you are qualified to assist and **circle** those for which you feel you could assume responsibility.

- | | | | |
|-----------------------------------|--|--|--------------------------------------|
| <input type="checkbox"/> Soccer | <input type="checkbox"/> Flag Football | <input type="checkbox"/> Science | <input type="checkbox"/> Camping |
| <input type="checkbox"/> Dance | <input type="checkbox"/> Arts/Crafts | <input type="checkbox"/> Rock Climbing | <input type="checkbox"/> Fitness |
| <input type="checkbox"/> Devotion | <input type="checkbox"/> Drama | <input type="checkbox"/> Basketball | <input type="checkbox"/> Frisbee |
| <input type="checkbox"/> Singing | <input type="checkbox"/> Kickball | <input type="checkbox"/> Archery | <input type="checkbox"/> Racquetball |

Hours/Days: Monday – Friday 2:00-6:00p
Status: Part-time, Temporary/Seasonal, Non-exempt
Starting Salary: \$7.75
Reports to: Youth Development Director

Submit Application or Resume to:
 Kim Tomlinson, Youth Development Director
 ktomlinson@greenwoodymca.org

1. Why are you interested in becoming a YMCA Afterschool Counselor?

2. What do you hope to gain from this position?

3. What would you say are your strengths in working with children in a group setting?

4. Describe any prior affiliation(s) you or your family has had with the YMCA and their programs.

5. Describe any previous youth work experiences you have had.

Please circle all adjectives that you feel describe you.

CALM	INSECURE	COOPERATIVE	UNCOMMUNICATIVE
NERVOUS	OUT SPOKEN	UNIMAGINATIVE	CREATIVE
GUSHY	LOUD	LEADER	REBELLIOUS
SHELTERED	SHY	DEPENDABLE	SERIOUS
CARING	INTENSE	WITHDRAWN	OUTGOING
STUBBORN	SELF-CONSCIOUS	HEADSTRONG	SUPERFICIAL
LAZY	IRRESPONSIBLE	INTROSPECTIVE	RESPECTFUL
HONEST	INQUISITIVE	SELF-SUFFICIENT	PERSISTENT
EAGER	HAS COMMON SENSE	USES GOOD JUDGEMENT	SENSE OF HUMOR
SELFISH	RESPONSIBLE	SENSIBLE	OPINIONATED



APPLICATION for EMPLOYMENT

GREENWOOD FAMILY YMCA

PERSONAL INFORMATION

Date of Application _____

Name: _____ (Last) (First) (Middle)

_____ Permanent Address _____ School Address until _____

Street _____ Street _____

City _____ City _____

State _____ Zip _____ State _____ Zip _____

Phone () _____ Phone () _____

Social Security Number _____ - _____ - _____

Email Address: _____

Referred By _____

Do you have a current driver's license? _____

Have you ever had any traffic violations? _____

Have you ever been convicted of a felony? _____

If yes, list them: _____

EMPLOYMENT DESIRED

Position _____ Date You Can Start _____ Salary Desired _____

Do you have any previous experience at this job? _____

Are you employed now? _____ If so, may we inquire of your Present Employer? _____

Do you have any of the following certifications? Check those that you posses, list expirations date, and attach a photocopy of the certifications to this application.

- | | |
|--|--|
| _____ ARC or YMCA Lifesaving
expiration date _____ | _____ Cardiopulmonary Resuscitation (CPR)
expiration date _____ |
| _____ ARC of YMCA Water Safety Instructor
expiration date _____ | _____ Standard First Aid
expiration date _____ |
| _____ Commercial Driver's License
expiration date _____ | _____ Progressive Swimming
expiration date _____ |

Have you ever applied to the YMCA before? _____ When? _____

Have you worked at this YMCA before? _____ When? _____

EDUCATION

Current school or university _____ Major _____ Graduation Year _____

High School: 10 11 12 College: 1 2 3 4 Grad School: 1 2 3
(Circle number indicating level of education at the close of the current academic year)

Did you graduate? _____ Your Present occupation: _____

List your extra curricular activities/honors (other than religious): _____

List any group leadership experiences: _____

Please list below your last four employers, starting with the most recent:

1. Dates (Month and Year) From _____ To _____ Position _____
Employer Name _____ Salary _____
Employer Address _____ Phone Number _____
Reason for Leaving _____

2. Dates (Month and Year) From _____ To _____ Position _____
Employer Name _____ Salary _____
Employer Address _____ Phone Number _____
Reason for Leaving _____

3. Dates (Month and Year) From _____ To _____ Position _____
Employer Name _____ Salary _____
Employer Address _____ Phone Number _____
Reason for Leaving _____

4. Dates (Month and Year) From _____ To _____ Position _____
Employer Name _____ Salary _____
Employer Address _____ Phone Number _____
Reason for Leaving _____

REFERENCES

Please list three people who can make a statement regarding your work experience, character, and ability. Include ONE relative. Please do not include fellow students. We must have an exact address including street and zip code.

1. Name: _____ Position _____
Address _____ Home Phone () _____
City _____ State _____ Zip _____ Work Phone () _____

2. Name: _____ Position _____
Address _____ Home Phone () _____
City _____ State _____ Zip _____ Work Phone () _____

3. Name: _____ Position _____
Address _____ Home Phone () _____
City _____ State _____ Zip _____ Work Phone () _____

PHYSICAL RECORD

Do you have any physical conditions which may limit your ability to perform the job applied for? _____

In case of emergency, Notify: _____
(Name) (Address) (Phone No.)

Why do you think you should be hired for this position you applied? _____

What are your strong points? _____
What are your weaknesses? _____

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice. Further, I understand that I will be required to submit to, at the YMCA's expense, a drug test at any time during the employment process and that my employment or any offer of employment is contingent upon a successful completion of said test.

Date: _____ Signature: _____

GREENWOOD FAMILY YMCA

Job Title: **Afterschool Counselor**
Reports to: Youth Development Director
Status: Non Exempt
Revision Date: July 2014

Schedule: 18hrs weekly-Variied
Job Type: Part-time
Starting Pay: \$7.75 per hr.

POSITION SUMMARY:

The person selected for this position will be under the direct supervision of the Site Director and Youth Development Director and will be responsible for providing an appropriately safe, caring and enriching environment for the children enrolled in the YMCA After-School programs. Counselors are responsible for conducting themselves in an appropriate manner, setting an example for children, parents and coworkers by reflecting the YMCA core values of caring, honesty, respect and responsibility. Counselors are responsible for complying with all standards set by the Greenwood Family YMCA and will assist in ensuring that staff adheres to all YMCA Youth Development Policies and Procedures.

ESSENTIAL FUNCTIONS & JOB DUTIES:

GENERAL JOB FUNCTIONS:

- Adhere to policies as stated in the YMCA Policies and Procedures Manual and in subsequent YMCA trainings and meetings.
- Attend monthly staff meetings.
- Work in a team environment and encourage open communication regarding concerns/issues with children, parents or co-workers.
- Communicate with the Site Director daily.
- Initiate and maintain positive relationships with staff.
- Keep a consistent headcount on all children present at site; communicate changes with other staff
- Assist in maintaining clean-up schedules; including janitorial duties necessary to maintain the cleanliness of the facility and YMCA Bus.
- Comply with the "checks and balances" system to ensure that clean-up is done EVERYDAY.
- Maintain accurate documentation of attendance, absences and emergency information on each child.
- Comply with all emergency procedures appropriate to the site and in conformity with procedures adopted by emergency service authorities to ensure the safety of the children and staff.
- Maintain all supplies, equipment and materials; inform the Site Director when new/additional supplies are needed.
- Ensure that all staff and children are respectful of property; ensure all rules are followed.

RESPONSIBILITIES WHEN INTERACTING WITH CHILDREN:

- Consistently demonstrate positive interaction with all children; talk to them and treat them with dignity and respect.
- Consistently demonstrate positive discipline; teach and redirect rather than scolding or reprimanding them; firmly and consistently enforce the rules; ensure that "the punishment fits the crime".
- Express clear expectations and hold children accountable for adhering to them.
- Help children to develop a positive self-esteem and sense of self-worth.
- Consistently demonstrate and reinforce the values of caring, respect, honesty and responsibility.

RESPONSIBILITIES WHEN INTERACTING WITH PARENTS:

- Positively ID parents before releasing children (picture ID necessary until you can personally identify them).
- Introduce yourself to parents and communicate with them regularly regarding program information.
- Communicate on a daily basis regarding the behavior of their children positive and negative. (make sure to have parents review and sign corrective behavior reports)
- Encourage parents to participate or volunteer in special events or on field trips.
- Express appreciation for their interest in their child(s) participation in the program.

JOB QUALIFICATIONS: EDUCATION:

- HS Diploma or General Equivalent Diploma.
- Experience working with children of varied ages highly desired.

KNOWLEDGE/EXPERIENCE:

Must have the ability to demonstrate and/or show competency in the following areas:

- Supervising youth and presenting positive role modeling through all interactions with program participants.
- To meet program goals as outlined in the YMCA Policies and Procedures Manual.
- To keep confidences, loyalties and practice professionalism.
- Be reliable and dependable.
- If 21 years old, able to drive safely and within the required posted speed limit, have a valid license, current insurance, and a clean driving record.
- Work a flexible schedule to meet program staffing/planning needs.
- Exercise mature judgment and sound decision making.
- Communicate effectively both orally and in writing.
- Learn, follow and enforce local Y and national guidelines related to internal policies.

PHYSICAL DEMANDS:

- Lift 35 pounds using proper technique.
- Must have adequate vision to effectively review documents in varied formats i.e....paper and digital.
- Must have adequate hearing to respond to members and interact with the public.
- Ability to stand for up to 5 hours.
- Ability to run up to 100 yards (in the case of an emergency)
- Currently have excellent health and be free of communicable diseases.

PROFESSIONAL EXPECTATIONS:

The Afterschool Counselor will present a competent and positive image of The Greenwood Family YMCA through the professional and safe coordination of all programming, quantified by completion of the key areas of responsibility and continuous improvement of the systems.

In addition the After-School Counselor will exhibit and represent behaviors consistent with the expectations within the YMCA competency guidelines listed below:

- Accepts and demonstrates the Y's values.
- Demonstrates a desire to serve others and fulfill community needs.
- Works effectively with people of different backgrounds, abilities, opinions, and perceptions.
- Builds rapport and relates well to others.
- Makes sound judgments, and transfers learning from one situation to another.
- Embraces new approaches and discovers ideas to create a better member experience.
- Strives to meet or exceed goals and deliver a high-value experience for members.
- Pursues self-development that enhances job performance.
- Demonstrates an openness to change, and seeks opportunities in the change process.

JOB DESCRIPTION REVIEWED AND UNDERSTOOD:

Employee Name: _____ Signature: _____ Date: _____
Printed Name

Supervisor Name: _____ Signature: _____ Date: _____
Printed Name