# **Learning Lab Coordinator**

|  |  |
| --- | --- |
| Job Title: Lead After School Counselor | Job Code: XXXX |
| FLSA Status: Part Time, Non-exempt | Job Grade: XX |
| Reports to: Youth & Family Director | Revision Date: 6/30/2020 |
| Leadership Level: Leader  | Primary Function/Department: Youth & Family |

**POSITION SUMMARY:**

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. Under the direct supervision of the Youth and Family Director or designated supervisor, Before/After School Counselors are responsible for delivering high-quality school age program to their assigned group of students.

**OUR CULTURE:**
Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world.**We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

**ESSENTIAL FUNCTIONS:**

1. Support the mission, vision, and goals of the YMCA.
2. Provide oversight, under the director of the Youth and Family Director during zoom/homework time for Learning Academy participants.
3. Ensure students are logged on and participating actively during all zoom calls.
4. Promote a professional work environment through character development by modeling the values of caring, honesty, respect and responsibility.
5. Be directly responsible for the supervision, behavior management and safety of an assigned group of students. Maintain sight and sound supervision.
6. Responsible for maintaining equipment and cleanliness of space.
7. Maintain accurate attendance records and other records as assigned.
8. Prepare and clean up needed supplies and materials for daily activities.
9. Follow North Carolina Childcare Licensing Standards.
10. Communicate immediately with Director or designated staff if there is a conflict with the staff schedule.
11. Attend staff meetings and trainings as scheduled.
12. Performs other duties as assigned.

**LEADERSHIP COMPETENCIES:**

*Change Leadership:* Facilitates, co-creates, and implements equitable change for the good of the organization and/or community.

*Collaboration:* Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors’ communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

*Program/Project Management:* Ensures program or project goals are met and intended impact occurs.

**QUALIFICATIONS:**

* Minimum of 18 years of age
* Bachelor’s Degree required, in education preferred.
* Current state teaching certification preferred.
* Excellent at working with technology, experience preferred.
* Minimum of one (1) years’ experience in program area.
* Demonstrated ability to provide and role model quality customer service, and effectively evaluate other staff
* Demonstrated organization and communication skills
* Certifications required within 30 days of hire: American Red Cross CPR/AED and First Aid; the following training provided by the Y: Appropriate Touch, Child Sexual Abuse Prevention, Managing your Risk of Exposure to Bloodborne Pathogens, Aquatics Safety at the Pool, Hazard Communication for Employees, Social Media & Digital, Communications, Safe Lifting, Harassment Prevention, Preventing Member and Guest Slips, Trips, and Falls, Risk Management 101Demonstrated ability to work with diverse populations

**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

* The employee frequently is required to stand, walk, sit, use hands, handle objects, to hold or controls; reach with hands and arms; climb or balance, stoop, kneel, crouch, or crawl and talk and hear.
* Ability to perform a variety of physical activities with program participants which may include, but are not limited to, walking, standing for long periods of time, running, and throwing.
* The employee must occasionally lift and/or move up to 50 pounds.
* Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
* The noise level in the work environment is usually moderate to high.

**SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s name Employee’s signature

Today’s date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_