



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YOUTH DEVELOPMENT COUNSELOR JOB DESCRIPTION

Job Title: **Youth Development Counselor**

FLSA Status: non-exempt

Status: P/T

Reports to: Program Director

Pay Rate: \$15-\$16 per hour

Department: Programs

Revision Date: July 2026

POSITION SUMMARY:

The position supports the work of the Y, a leading nonprofit committed to strengthening the community through youth development, healthy living, and social responsibility. This position must bring an upbeat and positive attitude to the Teen Center, along with a willingness to go the extra mile.

ESSENTIAL FUNCTIONS:

- Supports a group of teens and is responsible for their overall safety and health. Provide careful, attentive supervision; alert at all times. Supports the Teen Center Site Supervisor in tasks as needed, such as: supporting teens, preparing materials, creating and leading activities, cleaning and sanitizing, and more.
- Follows all policies, procedures, and standards as established by the law or the YMCA (e.g. safety or emergency procedures, behavior guidance strategies, child abuse prevention policies); makes ADA accommodations where appropriate; maintains the program site, equipment, and required program records.
- Nurtures teens through purposeful programming; plans activities that are intended to achieve program goals and outcomes, are culturally relevant, are developmentally appropriate, and are consistent with the YMCA's values.
- Creates a positive rapport and shared interest with all teens; models relationship-building skills in all interactions.
- Adhere to policies related to boundaries with teens.
- Attend and complete required abuse risk management training and attend staff meetings.
- Adhere to procedures related to managing high-risk activities and supervising teens.
- Report suspicious or inappropriate behaviors and policy violations.
- Follow mandated abuse reporting requirements.
- Perform all other duties as assigned.

YMCA LEADERSHIP COMPETENCIES:

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices.

QUALIFICATIONS:

- Must be at least 18 years old.
- At least one year of experience working with children in a developmental setting.
- Ability to plan, organize, and implement age/developmentally appropriate activities.
- Previous experience with diverse populations and ability to develop positive, authentic, relationships with people from different backgrounds.
- Exceptional group management, problem solving, and conflict resolution skills.
- Possess speaking, listening, and writing skills appropriate for interacting with both teens and adults.
- Flexibility and the ability to adapt to changing circumstances.
- First Aid/CPR certification required within 30 days.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- Ability to walk, stand, and sit (including on the floor) for extended periods of time.
- Exposure to bodily fluids.
- Must be able to lift and carry food and supplies weighing up to 20 pounds.
- Ability to stand or sit while maintaining alertness for several hours at a time.
- Position may require bending, leaning, kneeling, and walking.
- Ability to speak concisely and effectively communicate.
- Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____