FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA of ALASKA

Job Title: Counselor
Department: Child Care
Reports To: Child Care Director

Status: Full-Time, Non-Exempt
Location: Anchorage, Alaska
Revision Date: October 2026

Position Summary

The Caregiver provides direct care and supervision of children in YMCA child care programs. The Caregiver helps create a safe, welcoming, engaging, and inclusive environment where children can learn, play, build relationships, and develop new skills.

Caregivers work as part of a team under the direction of the Site Lead and Child Care leadership. They are expected to actively supervise children, participate in program activities, follow daily assignments, maintain required staff-to-child ratios, communicate professionally, and follow YMCA policies and applicable child care licensing requirements.

Essential Responsibilities

Child Supervision & Safety

- Provide active and direct supervision of children at all times.
- Know where assigned children are and what they are doing.
- Maintain required staff-to-child ratios.
- Remain in their assigned program area unless directed otherwise by the Site Lead or Child Care leadership.
- Follow established procedures for child arrival, departure, transitions, and authorized pick-up.
- Complete accurate head counts and attendance checks as required.
- Follow YMCA safety, emergency, child protection, and licensing requirements.
- Respond promptly and appropriately to accidents, injuries, behavioral concerns, and emergencies.
- Never leave children unsupervised.
- Immediately report safety, supervision, facility, staffing, or child protection concerns.
- Help maintain a clean, safe, organized, and secure program environment.

Children & positive Behavior Support

- Build positive, appropriate, and supportive relationships with children.
- Help children feel safe, welcome, included, and respected.
- Model the YMCA Core Values through words and actions.
- Use positive guidance, redirection, problem-solving, and approved behavior-support practices.
- Follow individual child support plans and program directions when applicable.
- Encourage children to solve problems, build friendships, and make positive choices.
- Maintain appropriate professional boundaries with children.
- Never use physical punishment, humiliation, threats, intimidation, or other prohibited discipline practices.
- Ask the Site Lead or Child Care leadership for support when a child's needs or behavior require additional assistance.

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Program Activities & Engagement

- Actively participate with children during program activities.
- Follow the daily and weekly program schedule.
- Lead or assist with age-appropriate activities as assigned.
- Help prepare and clean up activities and program spaces.
- Support a variety of activities, which may include STEM, arts and crafts, reading, outdoor play, physical activity, social-emotional learning, games, group activities, and child choice.
- Encourage participation while respecting children's individual needs and abilities.
- Help ensure activities are developmentally appropriate, inclusive, and consistent with YMCA values.
- Use YMCA materials, food, equipment, and supplies responsibly.

Families & School/Community Partners

- Welcome children and families in a friendly and professional manner.
- Treat families, school staff, coworkers, and community partners with respect.
- Share routine information with families about their child's day when appropriate.
- Refer billing, enrollment, behavioral, disciplinary, complaint, or other significant concerns to the Site Lead or Child Care leadership.
- Maintain confidentiality and protect private information.
- Follow school and facility rules when working in partner locations.
- Represent the YMCA professionally while working at schools, YMCA facilities, field trips, and community locations.

Teamwork & Professional Expectations

- Arrive on time and ready to work.
- Follow assigned schedules, work areas, and daily responsibilities.
- Follow reasonable direction from the Site Lead and Child Care leadership.
- Communicate respectfully and professionally with coworkers.
- Help coworkers when needed while maintaining appropriate supervision and ratios.
- Read and respond to required department communications.
- Notify the appropriate supervisor of absences, delays, emergencies, or concerns according to YMCA procedures.
- Keep personal phone use and other distractions from interfering with supervision or job responsibilities.
- Maintain professional boundaries and workplace conduct.
- Accept coaching and feedback and make required corrections.
- Ask questions when expectations are unclear.
- Attend required staff meetings, trainings, and professional development.
- Follow through on assigned responsibilities.
- Follow YMCA policies, procedures, licensing requirements, and the department's chain of communication.

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Licensing Compliance

Caregivers are responsible for following all applicable licensing and YMCA requirements, including:

- Complete required background checks, training, and certifications.
- Maintain required CPR, First Aid, AED, child protection, and other required certifications.
- Follow attendance and sign-in/sign-out procedures.
- Complete accident, incident, behavior, safety, and other assigned reports accurately and on time.
- Provide complete, factual, and objective information when documenting an incident.
- Follow emergency procedures and participate in required drills.
- Follow health, sanitation, food safety, medication, and illness procedures applicable to the program.
- Immediately report suspected child abuse or neglect according to mandatory reporting requirements and YMCA procedures.
- Keep children's, families', and employees' information confidential.
- Cooperate with licensing visits, program reviews, and safety inspections.

Qualifications

- Must meet the minimum age requirements established by the YMCA and applicable child care licensing requirements.
- High school diploma or equivalent preferred or required when applicable to the position/program.
- Experience working with children preferred.
- Experience in child care, youth development, recreation, camp, education, sports, or similar settings preferred.
- Ability to communicate clearly and respectfully with children, families, coworkers, and supervisors.
- Ability to work effectively as part of a team.
- Ability to follow directions, established procedures, schedules, and safety requirements.
- Must meet YMCA and applicable child care licensing requirements.
- Must successfully complete required background checks.
- Must complete required orientation, training, and ongoing professional development.
- Must obtain and maintain required CPR, First Aid, AED, child protection, and other required certifications.

YMCA Leadership Competencies

Caregivers are expected to demonstrate YMCA Leadership Competencies through:

- Mission Advancement – Leading with the YMCA mission and Core Values while creating safe, welcoming, and inclusive environments.
- Collaboration – Building trust, developing staff, strengthening partnerships, and working collaboratively across the organization.
- Operational Excellence – Delivering high-quality programs while responsibly managing resources and pursuing continuous improvement.
- Personal Growth – Demonstrating integrity, professionalism, adaptability, accountability, and lifelong learning.

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Working Conditions & Physical Requirements

The Caregiver must be able to safely supervise and participate in activities with children indoors and outdoors.

The position may include standing, walking, running, sitting, bending, kneeling, reaching, pushing, pulling, lifting or moving program materials, and responding quickly during an emergency. The work environment may include loud noise, outdoor weather, germs, and other conditions common in child care and youth programs.

Reasonable accommodations may be made for qualified individuals with disabilities.

Performance Expectations

Caregivers may be assigned to support regular before- and after-school programs, school breaks, summer programs, family events, field trips, special programs, other YMCA Child Care sites, and other duties consistent with the position.

Every Caregiver helps keep the program:
Safe. Welcoming. Engaging. Organized. Prepared.

Caregivers are expected to:
Supervise actively. Communicate early. Work as a team. Ask for help when needed. Follow through.

Employee Acknowledgement

I have reviewed and understand this job description and the responsibilities of the Caregiver Site Lead position.

Employee's name _____ **Employee's Signature** _____

Today's date: _____

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