Maui Family YMCA

Youth Department – Job Description

Counselor (A+ Program)

Pay: $16.00/hour
Schedule: Afternoons during the A+ Program school year.
Reports to: Site Coordinator
Supervised by: A+ Site Coordinator, Assistant Site Coordinator, Substitute Site Coordinator, or Group Leader as assigned
Works alongside: Counselors, Group Leaders, Program Specialists
Primary Work Location: Assigned A+ Site (May support additional sites and camp programs as needed.)

Position Summary

The Counselor is an entry-level youth development position responsible for providing direct supervision of an assigned group of children while supporting the daily operations of the Maui Family YMCA A+ Program. Counselors help create a safe, engaging, and welcoming environment that reflects YMCA core values while assisting Group Leaders and Site Coordinators in delivering a high-quality afterschool program.

This position is ideal for high school students, first-time employees, and individuals interested in developing leadership skills within youth development. Counselors are encouraged to grow professionally and prepare for advancement into future leadership roles within the Youth Department.

Essential Functions

Youth Supervision & Program Delivery

- Supervise an assigned group of children during daily A+ programming.
- Foster a safe, positive, and inclusive environment for all participants.
- Lead games, activities, homework support, and enrichment opportunities as assigned.
- Assist with activity setup, cleanup, and organization throughout the day.
- Encourage positive behavior while modeling YMCA character values of Caring, Honesty, Respect, and Responsibility.
- Build positive relationships with youth while promoting teamwork, inclusion, and personal growth.

Program Support

- Support Group Leaders and Site Coordinators with daily program operations.
- Assist with daily transitions, attendance, group movement, and supervision.
- Help maintain organized activity spaces and equipment.
- Assist Program Specialists during enrichment rotations when assigned.
- Help prepare activity materials and maintain a clean environment before dismissal.

Behavior Management

- Address minor behavioral concerns using YMCA behavior management practices.

- Refer significant behavioral concerns to the Group Leader or Site Coordinator.
- Ensure children remain properly supervised at all times.

Communication

- Maintain positive and professional relationships with staff, students, and families.
- Communicate concerns regarding participant safety, behavior, or program needs to the Group Leader or Site Coordinator.
- Participate in staff meetings and trainings.

Safety & Compliance

- Follow all YMCA policies, Hawaii DOE A+ Program requirements, and licensing standards.
- Assist during emergency procedures and safety drills.
- Complete basic documentation, including accident and incident reports, when requested.
- Help maintain appropriate staff-to-child ratios throughout the program.

Leadership Development

- Demonstrate professionalism and a willingness to learn.
- Accept coaching and feedback from supervisors.
- Model YMCA values in daily interactions.
- Support the development of younger or newer staff through positive teamwork.
- Develop the knowledge and skills necessary for future advancement within the Youth Department.

Requirements & Qualifications

- Minimum age of 16 years or eligible to work under Hawaii State youth employment requirements.
- High school student, high school graduate, or equivalent preferred.
- CPR/First Aid certification (or ability to obtain).
- Completion of all required YMCA and Hawaii DOE A+ trainings.
- Ability to work positively with children, families, and coworkers.
- Strong communication and teamwork skills.
- Ability to actively participate in indoor and outdoor youth activities.

Purpose & Value of the Role

- Provides safe, high-quality supervision for youth.
- Supports the successful operation of the A+ Program.
- Builds positive relationships with children and families.
- Creates the first step in the Maui Family YMCA Youth Department leadership pathway.
- Develops future Group Leaders, Site Coordinators, and Youth Department leaders through mentorship and experience.

Role Alignment

Within the Maui Family YMCA Youth Department, the Counselor serves as the foundation of the leadership pipeline by providing exceptional care for youth while developing the skills, professionalism, and experience necessary for future leadership opportunities within the organization.