



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## GREATER VALLEY YMCA JOB DESCRIPTION

Job Title: **Counselor-Warming Station**

Status: Non-Exempt-Hourly

Status: Part-Time (up to 29 hours per week)

Reports to: Supervisor-Warming Station

Department: Warming Station

Revision Date: 09/01/21

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### POSITION SUMMARY

This position supports the work of the Y, a leading non-profit committed to strengthening community through youth development, healthy living, and social responsibility. Works to ensure smooth and successful operation of a community warming center for the homeless supporting our mission of social responsibility.

### ESSENTIAL FUNCTIONS

1. Provides supervision to participants utilizing the warming station during operational hours.
2. Assists with intake of participants during scheduled shift.
3. Assures program compliance with all policies and procedures.
4. Ensures safety and security of facility and guests.
5. Implements warming station rules and guest restrictions.
6. Ensures station is clean and handles custodial duties as appropriate.
7. Remains awake during overnight hours of position to ensure supervision of participants.
8. Snow removal may be required as necessary.
9. Assists with the outreach for program.
10. Fills in for other positions outside of normal work schedule as needed. Must plan to report to scheduled shift regardless of weather conditions.
11. Performs other duties as assigned.

### YMCA COMPETENCIES (Leader):

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

***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. 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 guest experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Strives to meet or exceed goals.

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 and demonstrates up-to-date knowledge and skills in technology.

## **QUALIFICATIONS:**

1. High School diploma or equivalent required.
2. One or more years of related experience in non-profit. Previous experience with homeless population preferred, not required.
3. Ability to handle variety of situations, while remaining calm in potentially difficult circumstances.
4. Good verbal communication.
5. Knowledgeable about office processes and procedures.
6. Ability to work with integrity, discretion, and a professional approach, maintaining confidentiality as necessary.
7. Bi-lingual (Spanish) preferred.
8. Prefer knowledge of, and previous experience with, diverse populations (language, culture, race, physical ability, sexual orientation, etc.)
9. Previous experience with mental health/drug addiction issues preferred.
10. Must be CPR with AED, First Aid and NARCAN Training prior to start of position and maintain updated certifications if employed.
11. Must be able to complete pre-employment background checks.
12. Must have personal transportation and ability to report to scheduled shift regardless of weather conditions.

## **WORK ENVIRONMENT & 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 the essential functions.

- While performing the duties of this job, the employee will be required to use a computer for a short period of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach and must be able to move around the work environment.
- Sufficient physical strength and ability to carry out essential duties.

- Ability to work with paint, cleaning equipment, chemical compounds, solvents, cleaners, and solutions in dry, liquid, powder spray and aerosol forms.
- Ability to paint, clean equipment and operate motorized equipment as needed.
- Ability to work in conditions that will create dirt and dust.
- Ability to perform essential maintenance to facility or equipment which may involve, but not limited to the following activities” semi-reaching to full-reach overhead; crouching, kneeling, shoveling, carrying, working in narrow and/or confining spaces: underground, overhead and at ground level; twisting of the waist, shoulders and legs and lying on stomach and/or back.
- The employee must occasionally lift and/or move up to 50-75 pounds.
- Employee must be able to work overnights, weekends, and holidays.
- 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.
- The employee may be exposed to blood borne pathogens.
- The employee may be exposed to erratic behaviors from guests of the warming station.

**SELF-MOTIVATION & INNOVATION:**

To be able to accomplish the goals set forth in this job description, the incumbent will need to possess a will to succeed. Should always have the mind-set, “What can I do to advance the Y and help it become more successful?” The heart of the position will be the ability to look past “what is” and to see “what can/should be.”

**SIGNATURE:**

I have reviewed and understand this job description for my position at the Greater Valley YMCA. The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive list of all associated responsibilities, skills, efforts or working conditions. The Greater Valley YMCA reserves the right to change, amend, add, delete, and otherwise assign all duties, responsibilities, and position titles as it deems necessary to meet the needs of the business.

\_\_\_\_\_  
Employee’s Name

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Supervisor’s Name

\_\_\_\_\_  
Supervisor’s Signature

Today’s Date: \_\_\_\_\_