

Before & After-School Counselor: Job Description

Qualifications:

- Must be 18 years of age.
- Experience working with children is preferred.
- Good oral and written communication.
- The ability to handle many tasks at once and to establish priorities.

Reports to: Coordinator of EHTASCC & Assistant Supervisor/Head Counselor

Job Responsibilities

1. **Supervision & Safety of children**
 1. Ensure an environment where children are always safe and under the supervision of a staff member.
 2. Know all children's names, family information, health history, special needs, and interests.
 3. Ensure that all EHTASCC policies and procedures are followed.
 4. Supervise of assigned children during all program activities.
2. **Family Communication**
 1. Establish friendly, but professional relationships with all families.
 2. Ensure communication with parents/guardians on a daily basis regarding day to day operations.
 3. Report communication with parents to the Assistant Supervisors and Coordinator of EHTASCC
3. **Program Participation**
 1. Ensure communication with EHTASCC staff with regards to day to day operations.
 2. Be a leader during all activities.
 3. Manage activity centers
 4. Participate in activities with the children and engage with them at all times.
4. **Curriculum & Instruction**
 1. Promote leadership, participation and supervision of activities.
 2. Oversee the environment to ensure cleanliness after all activities and proper storage of all materials.
5. **Trainings**
 1. Attend all staff meetings and trainings as scheduled by Coordinator
 2. Complete all required staff development hours.
6. **Leadership Responsibilities**
 1. Support and promote the mission statement and philosophy at all times.
 2. Implement all staff and program policies and procedures.

7. Complete any and all duties assigned by the Coordinator.

Hours of Work

Schedule to be determined.