

Job Posting

Clubhouse Counselor



DESCRIPTION

The Clubhouse Counselor is responsible for planning, organizing, supervising, implementing, and leading daily activities within the before and after school program.

DUTIES AND ESSENTIAL JOB FUNCTIONS

- Assist in attendance records, routine safety checks, and general forms needed to operate the program effectively
- Assist in the set-up, distribution, inventory, and clean-up of breakfast
- Assist in the planning and implementation of age appropriate activities promoting the social/emotional safety and development of all participants
- Mentor and model professional conduct for participants and patrons
- Communicate regularly with parents, Clubhouse Coordinator and program Supervisor by email, phone, and in person
- Assist in maintaining a clean and safe program environment
- Other duties as assigned by supervisor

QUALIFICATIONS

- Minimum of 16 years of age
- Experience in working with children ages K-8th grade
- Must have reliable transportation
- Ability to communicate and interact effectively with children, parents, and staff
- Ability to solve problems that may arise
- Ability to enforce Park District rules and safety practices
- Certification in CPR/AED and First Aid is required

JOB STATUS Part time **DEPARTMENT** Recreation **FSLA STATUS** Non-Exempt

SALARY \$11.00 per hour

HOURS 20 hours per week including mornings, afternoons, and weekends

HOW TO APPLY Qualified applicants may submit application and resume to Lisa Semetko, Recreation Supervisor at lsemetko@bvilleparks.org