

# 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 and snack
- 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** \$13.00/hr

**HOURS** 6:45am-8:30am and/or 3:00pm-6:00pm Monday -Friday

**HOW TO APPLY** Interested applicants may submit application and resume to Lisa Semetko, Recreation Supervisor, at [lsemetko@bensenvilleparkdistrict.org](mailto:lsemetko@bensenvilleparkdistrict.org)