

POSITION TITLE: YOUTH COUNSELOR – AFTER-SCHOOL PROGRAMS (CONTRACT POSITION)
DEPARTMENT: YOUTH SERVICES
SUPERVISED BY: YOUTH PROGRAM COORDINATOR

About the Position:

The **After-School Youth Counselor** position works closely with the Program Coordinator to implement a wide variety of recreational and educational activities, community partnerships, and ensures a high quality program is delivered daily. Youth Counselors are responsible for assisting, organizing, and implementing the day-to-day program operations. The counselor will facilitate program material and activities for all participants. Counselors are required to operate consistently within the program standards, mission, and guidelines as outlined by the Agape Youth & Family Staff Handbook. This is a contract position, which is valid through the 2018-2019 school year. Positions are considered for renewal upon a satisfactory year-end review.

ESSENTIAL RESPONSIBILITIES

Academic Support

- Provide students with homework assistance to help improve academic skills and regular school day performance
- Implement program enrichment activities
- Works closely with the Program Coordinator to deliver lesson plans that assist students with literacy, mathematics, and language arts
- Implement supplemental instruction packets for participants in all grade levels
- Foster a comfortable learning environment to enhance participants' learning styles
- Engage participants in all program activities

Safe and Healthy Environment

- Ensure the safety of all participants, prevent accidents through the enforcement of policies, rules, and regulations; administer first aid within trained ability; contact the appropriate medical authorities when necessary
- Implement appropriate classroom management techniques to maintain a cooperative and creative instructional environment
- Establish a relationship with each child and know his or her present level of understanding; consider the needs of all the children and treat each child with respect and dignity
- Establish classroom rules and daily scheduled routines for students
- Ensure the facility is ready for use before students arrive. This may include pre- or post clean up. *Please return classroom to regular set-up before leaving*
- Create and maintain an environment that is safe, clean, and student friendly
- Monitors the bus to ensure all students are safely transported to and from all Agape programming

Volunteer Management

- Provide instructional materials, resources, and feedback to tutors (*Homework Buddies*) for improving student's academic skills
- Communicate the needs, backgrounds, learning styles, and learning difficulties of student who are matched with tutors
- Ensure all volunteers are signed in and matched appropriately

- Assist tutors and parent volunteers

Administrative Duties

- Reports all incidents to the Supervisor, and completely fills out proper health log and/or accident/incident forms
- Assist in maintaining accurate program records including incident reports, logbook documentation, and daily attendance
- Follows proper setup and breakdown checklist procedures
- Plans daily enrichment activities and keeps record of monthly highlights
- Reports all plans to the Program Coordinator for approval before implementing
- Sign in and out properly and with accuracy

JOB REQUIREMENTS AND QUALIFICATIONS

- Must have excellent leadership skills
- Excellent communication and interpersonal skills
- Desire and ability to work with children of all ages
- Demonstrates responsibility, dependability, and integrity
- Ability to lead, plan, organize, and implement program activities
- Ability to work as a member of a team and the ability to accomplish tasks with little direct supervision
- May be required to lift and carry up to 50 lbs. in various forms
- May be required to sit, stand, or maintain physical activity for extended periods of time.
- Must exhibit patience and understanding
- Receives and follows detailed instructions
- Responds to situations with appropriate action
- Must be capable of working under pressure in a somewhat disruptive environment

DISCLAIMERS

- All of the above duties and responsibilities are essential job functions subject to reasonable accommodation
- This job description may not be all-inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management

I have received, reviewed and fully understand the job description for the above position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name_____ Date_____

Employee Signature_____