

Job Description: BCA After School/Summer Camp Counselor
Status: Part – Time, Hourly
Reports To: Director, Student Development
Revision Date: April 6, 2017

SUMMARY

To lead and work with groups of elementary and middle school aged children. Counselor will be under the direct supervision of the Director of Student Development and will be responsible for providing an appropriately safe, caring and enriching environment for the children enrolled in the BCA After-School/Summer Camp Programs. Provide students with educational support through assistance with homework when applicable. All Counselors are responsible for conducting themselves in a mature and responsible manner. Counselors shall consistently demonstrate positive interaction with all children; talk to them and treat them with dignity and respect.

PRIMARY RESPONSIBILITIES

- Effectively communicate with the Director of Student Development and others.
- Keep a consistent headcount on all children present at site; communicate changes with all other staff
- Help children to develop a positive self-esteem and sense of self-worth
- Consistently demonstrate positive interaction with all children; talk to them and treat them with dignity and respect
- Maintain accurate documentation of attendance, absences and emergency information on each child
- Comply with all emergency procedures appropriate to the site and in conformity with procedures adopted by emergency service authorities to ensure the safety of the children and staff
- Ensure that the students are respectful and all rules are followed
- Work in a team environment and encourage open communication regarding concerns/issues with children, parents or co-workers.
- Positively ID parents and have them sign-out their student before releasing children (picture ID necessary until you can personally identify them)
- Maintain open and regular communication with parents regarding program information: schedule changes, permission slips, etc.
- Communicate on a regular basis regarding the student behavior both positive and negative and have parents review and sign corrective behavior reports as needed.
- Other duties as assigned.

KNOWLEDGE AND SKILL REQUIREMENTS

- Basic reading, writing, arithmetic, and verbal skills required.

WORK EXPERIENCE

Experience working with children of varied ages highly desired.

EDUCATION

HS Diploma or General Equivalent Diploma, preferred