



**Announcement of Open Position 5/1/2019**  
**Kids' Club Summer Program Counselor, The Gray House**  
**Applications Accepted through 5/17/2019**

**Job Title:** Kids' Club Summer Program Counselor

**Hiring Director:** Executive Director, [director@grayhouse.org](mailto:director@grayhouse.org)

**Hours:** Monday–Friday 8am–4pm, beginning July 9, 2019–August 2, 2019, plus mandatory paid training the week of June 24.

**General Overview:** The Kids' Club Summer Counselors are responsible for assisting the Kids' Club Program Coordinator with running the summer program, which enrolls 20 children preparing to enter grades 2-6. The program runs from July 19–August 2, Monday–Friday 8am–4pm. The Counselors works closely with the Coordinator, other counselor, children and volunteers. Responsibilities are related to maintaining a safe and supportive environment for the children (both on-site and on field trips), implementing summer curriculum (both educational and recreational components), engaging children in learning and exploration, assist with providing meals and snacks, set-up, clean-up and being a consistent, positive role model to the children.

**Essential Responsibilities:**

- Ensure a safe and supportive environment both on site and on field trips
- Follow Gray House and Dept. of Early Education & Care (EEC) policies and procedures
- Assist with daily set up and clean up
- Build and maintain meaningful relationships with children and families
- Provide leadership and supervision for children in grades 2 - 6
- Be a consistent, positive role model
- Offer guidance, conflict resolution and behavior management
- Provide supervision and guidance on field trips
- Be on constant alert regarding safety
- When children are swimming, be in the water with the children
- Provide educational opportunities in fun, hands on, exploratory manners
- Promote reading and learning as fun and implement literacy strategies to help the children improve their reading skills
- Engage the children and get them excited about experiencing new things
- Assist the Program Coordinator in planning and implementing activities (educational, recreational, social, cultural, etc.)
- Help with providing meals and snacks
- Attend staff meetings and required/appropriate trainings
- Complete required paperwork in a timely manner
- Work collaboratively with The Gray House team, including volunteers
- Other tasks as assigned by the Kids' Club Program Coordinator



### Skills & Experience

- Must exercise good judgement at all times and demonstrate an ability to handle emergency situations appropriately
- Able to communicate with others at all levels and have attention to detail
- Excellent interpersonal and communication skills (verbal, written and facilitation) and be able to work with diverse populations
- Must be capable of working under pressure in a somewhat disruptive environment, while remaining professional and exhibiting an upbeat attitude

### Qualifications:

- Must be able to attend all days of the program and training
- The applicant must be a minimum of 18 years' old
- Must pass EEC Background check
- Bilingual in English and Spanish strongly preferred
- Must meet one of the following requirements:
  - Have a Bachelor's or Associate's degree *and* have three months of experience working with school age children
  - Have a high school diploma or equivalent *and* have six months of experience working with school age children, including three months of supervised experience at a school age child care program
  - Have nine months of experience with school age children including three months of supervised experience at a school age child care program

Interested and qualified applicants should submit their cover letter, resume and application ([http://grayhouse.org/wp-content/uploads/2014/09/Gray-House-Staff-Application-2017\\_FINAL-1.pdf](http://grayhouse.org/wp-content/uploads/2014/09/Gray-House-Staff-Application-2017_FINAL-1.pdf)) to [employment@grayhouse.org](mailto:employment@grayhouse.org) BEFORE Friday, May 17, 2019.

The Gray House is an Equal Opportunity Employer. We encourage applicants who are diverse by race, color, gender, religion, gender expression, national origin, age, disability, pregnancy, sexual orientation, familial responsibilities, marital status, veteran status, personal appearance, political affiliation, matriculation, or any characteristic that is protected under MA or federal law.