



**Announcement of Open Position:
Kids' Club Afterschool Counselor, The Gray House**

Job Title: Kids' Club Afterschool Counselor

Hiring Director: Kids' Club Director, kidsclub@grayhouse.org

Hours: M-Th 3:00-6:00pm, beginning September 5, 2017 and ending May 31, 2018.

General Overview: The Kids' Club Program Counselor is responsible for assisting the Kids' Club Director with running the afterschool program and providing supervision to the children enrolled. The Counselor works closely with the Program Director, other counselor, children, families and volunteers. Responsibilities are related to creating and maintaining a safe and supportive environment, engaging the children (grades 2-8) in all components of the program, providing academic support, assisting with the implementation of activities and being a consistent, positive role model to the children.

Specific Duties:

- Ensure a safe and supportive environment
- Follow Gray House and Department of Early Education & Care (EEC) policies and procedures
- Build and maintain meaningful relationships with children and families
- Provide leadership and supervision and be a positive role model for children in grades 2 - 8
- Be a consistent, positive role model
- Offer guidance, conflict resolution and behavior management
- Provide academic support (elementary and middle school aged learning)
- Promote learning as fun (especially reading and math) and the importance of school
- Assist the Director in planning and implementing activities (educational, recreational, social, cultural, etc.)
- Assist with daily set up, clean up and setting up snack and dinner
- Attend staff meetings and appropriate trainings
- Provide supervision and guidance on field trips
- Work collaboratively with The Gray House team and volunteers
- Other tasks as assigned by the Kids' Club Program Director

Skills & Experience:

- Able to communicate with others at all levels, exercise sound judgment and have attention to detail
- Excellent interpersonal and communication skills (verbal, written, presentation, and facilitation)
- Must be capable of working under pressure in a somewhat disruptive environment, while remaining professional and exhibiting an upbeat attitude

Qualifications:

- The applicant must be a minimum of 16 years old
- Must pass EEC Background check
- Experience working with school aged children preferred

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.pdf) to employment@grayhouse.org.

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.