



Announcement of Open Position:

Kids' Club Afterschool Counselor, The Gray House

Job Title: Kids' Club Afterschool Counselor

Hiring Director: Executive Director

Hours: M-Th 3:00-6:00pm, beginning September 4, 2018 and ending May 30, 2019 (with the opportunity to work in the summer program)

General Overview: The Kids' Club Afterschool Counselors are responsible for assisting with the afterschool program and providing supervision to the children enrolled. The counselors work closely with the program coordinator, other counselors, children, families and volunteers. Responsibilities are related to creating and maintaining a safe and supportive environment, engaging the children (grades 2-5) in all components of the program, providing academic support, planning and implementing appropriate activities and being a consistent, positive role model to the children.

Essential Responsibilities:

- Ensure a safe and supportive environment and ensure proper supervision at all times
- 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 - 5
- Offer guidance, conflict resolution and behavior management
- Provide academic support (elementary-aged learning)
- Promote learning as fun (especially reading and math) and the importance of school
- Planning and implementing age-appropriate activities (educational, recreational, social, etc.)
- Assist with daily set up and clean up
- 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 program manager

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:

- 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) 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.