



Announcement of Open Position 4/20/2021

Kids' Club Summer Program Counselor, The Gray House

Applications Accepted through 4pm on 5/7/2021

Job Title: Kids' Club Summer Counselor

Reports to: Kids' Club Program Coordinator, kidsclub@grayhouse.org

Hiring Director: Executive Director, director@grayhouse.org

General Overview: The Kids' Club Summer Counselor is responsible for assisting the Kids' Club Program Coordinator with running the summer program, which enrolls up to 20 children preparing to enter grades 2-6. The program is anticipated to run from July 5, 2021 through July 30, 2021, Monday–Friday from 8am–4pm. 20 hours of paid training is also required prior to the start of the program at a designated time to be determined. The Counselor 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, assisting with providing meals and snacks, and cleaning up.

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 entering 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 necessary, be in the water with the children
- Provide educational opportunities in fun, hands on, and exploratory manners
- Promote reading and learning as fun and implement literacy strategies to help the children improve their reading skills
- Engage the children, show them that learning is fun, 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
- Work collaboratively with volunteers
- Attend staff meetings and required/appropriate trainings
- Complete and sign timesheets and return to the Executive Director for approval
- Work collaboratively with the rest of The Gray House team
- Other tasks as assigned by the Kids' Club Program Coordinator or Executive Director

Skills & Experience

- Must exercise good judgement at all times, demonstrate an ability to handle emergency situations appropriately and have attention to detail
- Excellent interpersonal and communication skills (verbal, written, presentation, 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

Please note that this position, requirements and schedule are subject to change depending upon current safety regulations and guidelines

Interested and qualified applicants should submit their cover letter, resume and application (http://grayhouse.org/wp-content/uploads/2014/09/Gray-House-Staff-Application-2019_FINAL.pdf) to employment@grayhouse.org by 4pm on Friday, May 7, 2021.

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.