



Announcement of Open Position 8/13/21

Kids' Club Lead Counselor, The Gray House

Job Title: Kids' Club Lead Counselor

Status: Part-time, non-exempt

Reports to: Kids' Club Coordinator

Hiring Director: Executive Director, director@grayhouse.org

Hours: M-Th 3:00-6:00pm, following the Springfield Public School calendar, beginning September 7, 2021 and ending May 26, 2021

General Overview: The Kids' Club Lead Counselor is responsible for assisting with the afterschool program and providing supervision to the children enrolled. They work closely with the executive director, the Kids' Club coordinator, other Kids' Club counselors, children 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, implementing academic supports for each individual child and the group, planning and implementing appropriate activities and being a consistent, positive role model to the children.

Essential Responsibilities:

- Plan, prepare, implement and oversee activities (educational, recreational, social, etc.) that align with the program objectives and any specific grant requirements
- Communicate with the coordinator regarding significant program developments, concerns with children or families, challenges with staff or volunteers
- 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
- Promote learning as fun (especially reading and math) and the importance of school
- Attend staff meetings and appropriate trainings
- Provide supervision and guidance on field trips
- Work collaboratively with The Gray House team and volunteers
- Other duties assigned by the executive director and 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

- Punctual and reliable
- First Aid/AED/CPR certification required within 60 days of hire

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 (ages five through fourteen years of age, or sixteen with disabilities)
 - Have a high school diploma or equivalent *and* have six months of experience working with school age children (ages five through fourteen years of age, or sixteen with disabilities), 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 (https://grayhouse.org/wp-content/uploads/2014/09/Gray-House-Staff-Application-2017_FINAL-1.pdf)

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.