



Job Description

Job Title: Kids' Club Lead Counselor

Status: Part-time, non-exempt

EEC Classification: Group Leader

Reports to: Education Director

Hours: M-Th 3:00/3:15p.m.-5:45/6:00pm, following the Springfield Public School calendar, and ending June 1, 2023. Up to 20 hours of paid training required prior to the start of the program.

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 education director, 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 and at special events
- Work collaboratively with The Gray House team and volunteers
- Other duties assigned by the executive director and education director

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:

- Must pass EEC Background check
- The applicant **must be a minimum** of 18 years old
- **Must** pass EEC background check
- Completion of staff orientation
- Bilingual in English and Spanish preferred
- Must meet **one** of the following requirements:
 - 3 months of supervised work experience with school-age children, a high school diploma or equivalent, and three credits or equivalent in Child Growth and Development, Human Development, Elementary Education, or a related field
 - 6 months of work experience with school-age children (including a minimum of 3 months of supervised work experience with school-age children), and high school diploma or equivalent.
 - 9 months of work experienced with school-age children, including at least 3 months of supervised work experience with any age group of children, and a high school diploma or equivalent.
 - Associate degree in child development, early childhood education, elementary education, or a related field of study that is relevant to school-age care and education, or a current school-age childcare certification from an institution of higher learning.

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** (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.