

**TOWN OF STANDISH, MAINE
POSITION DESCRIPTION**

JOB TITLE: Before/After School Counselor

DEPARTMENT: Parks & Recreation

TYPE: Per Diem Worker (2-25 hours per week before/after school times and school vacations)

RATE OF PAY: \$14.50 - \$17.50/hour based on experience

GENERAL PURPOSE:

Assist in the delivery of the Standish Parks and Recreation before/after school and vacation programs for participants in grades K-5. Assist in the day-to-day planning and running of the program and supervision of program participants. This position is a part time per diem position in the fall, winter, and spring months. Working a maximum of 40 hours per week, between 6:45 AM – 8:45 AM and/or 3:00 PM – 5:30 PM, Monday through Friday for the duration of the MSAD 6 school year.

SUPERVISION RECEIVED:

This position reports directly to the program to the Assistant Director and will receive day-to-day supervision from the Site Coordinator.

SUPERVISION EXERCISED:

This position does not supervise employees. Before/After School Camp Counselor will supervise participants of the program.

ESSENTIAL JOB

- Assist in the day-to-day planning and operations of the program and the supervision of participants.
- Assist in ensuring activities and operations reflect best practices, specifically around child and adolescent safety.
- Assist in ensuring all programming provides inclusive experiences that are developmentally and culturally appropriate for the participants.
- Works in conjunction with other program staff, contractors, and community partners to support participants to gain a positive before/after school program experience.
- Ensures compliance of the Town of Standish's policies and guidelines.
- Ensures the school and other program areas are safe and clean before, during, and after use.
- Attends internal meetings as identified by the Childcare Coordinator.
- Additional responsibilities as assigned by the Childcare Coordinator.
- Ability to complete DHHS health & Safety training within 90 days of hire.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude from the position if the work is similar, related, or a logical assignment to the position.

DESIRED MINIMUM QUALIFICATIONS:

There are no minimum qualifications for this position. However if an applicant is currently employed or studying to be a teacher, Ed Tech, social worker, or other related field that would be a plus.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to working safely with children and adolescents in grades K-9.
- Excellent interpersonal, organizational and communication skills.
- Ability to work independently, along with being a dynamic team member that others can rely upon.
- Ability to be reliable and project a positive and professional image and attitude.
- Knowledge of and ability to follow all safety regulations and protocols.
- Knowledge of and ability to participate and coordinate age appropriate games and participate in the games when it is safe to do so.

SPECIAL REQUIREMENTS:

- Pass a Fingerprint-based Background Check
- Complete all health and safety training
- Complete State Mandated Reporter Training
- Have the skills and knowledge to be able to communicate, interact, and positively challenge children and adolescents.

PHYSICAL DEMANDS:

- Able to run, move and be on your feet for 3 hours each day, five times a week.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions and physical demands (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.