



JOB DESCRIPTION

JOB TITLE: Before and After the Bell Counselor **DEPARTMENT:** Recreation

REPORTS TO: Director of Before and After School Programs **SUPERVISES:** None

GRADE: ADMIN TECHNICAL N/A

POSITION CLASSIFICATION: REGULAR NON-REGULAR
 EX SALARY NX HOURLY OTHER
 FULL TIME PART TIME VARIABLE

Position Purpose

Before and After the Bell Counselors act as positive role models for children grades K-5 and are responsible for providing a fun, safe, and enjoyable experience for participants enrolled in the Before and After School Program. Schedule includes early mornings, afternoons, and early evenings.

Primary Duties & Responsibilities (Illustrative Only)

The essential job functions and duties listed below 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 them from the position if the work is similar, related or a logical assignment to the position.

- Maintains accurate attendance rosters and ensures program participants are accounted for at all times.
- Plans, organizes, and facilitates fun, age-appropriate games and activities for children grades K-5 designed to build self-esteem, teach teamwork, new skills, fair play and good sportsmanship, and encourage interaction.
- Ensures that all environments and equipment used for Before and After School Program are well-maintained and safe and appropriate for children.
- Monitors the participation and safety of program participants at all time to ensure children’s physical and emotional well-being.
- Role models positive attitudes and behaviors, including good sportsmanship, hygiene, and overall conduct.
- Treats all program participants equally without exhibiting favoritism and maintains appropriate boundaries with participants and staff members.
- Demonstrates respect for diversity and maintains an attitude of inclusion.
- Implements the emergency action plan according to established department protocol.
- Promotes a positive environment that fosters fun and safety while maintaining good public relations and providing excellent customer service.
- Reports all accidents, incidents, and unsafe conditions to the Director of Before and After School Programs immediately.
- Notifies the Director of Before and After School Programs immediately of any suspected abuse or neglect of a child who participates in the program.



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- Notifies the Director of Before and After School Programs of any violations of town policies by self or others including, but not limited to, workplace violence, sexual harassment, fraud, and waste or abuse of town property or equipment.
- Anticipates and prevents problems, responds to conflict, and provides positive, age-appropriate and approved discipline when needed.
- Follows all department protocol, as well as Town of Gorham policies and procedures.
- Assists program participants in emergency situations as trained and qualified (e.g. fire, evacuation, illness, or injury).
- Represents the Before and After School Program in a positive manner when interacting with parents or community members by maintaining a professional demeanor, communicating respectfully, and remaining attentive to program participants at all times.
- Works with Director of Before and After School Programs to determine when it may be appropriate to contact parents of program participants regarding situations that occur during program hours.
- Performs other related duties as assigned, such as set-up, facility clean-up, and supervision of early arrival and/or late pick-up participants.
- Organizes and puts away equipment used during program activities. Picks up trash, cleans up spills.
- Demonstrates excellent attendance by fulfilling commitments to scheduled shifts and follows department procedures when unable to work due to avoidable and unavoidable circumstances.
- Performs other related duties as assigned.

Minimum Qualifications (Recommended)

Education, Training, and Experience:

Prior related experience working with school-age children preferred. CPR/First Aid Certification preferred.

Knowledge, Skills, and Abilities:

- Ability to supervise children in a safe and respectful manner.
- Ability to facilitate structured, age appropriate activities for children grades K-5.
- Ability to remain attentive to program participants and engaged at all times.
- Ability and willingness to act as a positive role model in attitude and behavior at all times.
- Ability to recognize and eliminate potential safety hazards.
- Ability to think clearly and use good judgment in ordinary and emergency situations.
- Ability to maintain a high level of professionalism and courtesy at all times.
- Ability to be punctual and consistently arrive to work in ample time to begin job duties as scheduled.
- Ability to communicate in an effective and professional manner with children, parents, coworkers, supervisors, and the general public.



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- Basic knowledge of positive behavior management techniques for children K-5
- Ability to successfully complete any necessary training.
- Ability to perform all essential functions of the position.

Physical & Mental Requirements

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements:

While performing the duties of this job, the employee is frequently required to sit for long periods of time; stand for long periods of time; walk; jump; reach with hands and arms; push and pull; twist and turn; bend; balance; stoop; kneel; climb; crouch or crawl; and finger, handle, or feel objects, tools, or controls. Sufficient speech and hearing is necessary to be able to communicate effectively by phone, radio, or in person. Specific vision abilities required by the job include close vision, distance vision, and color vision. Ability to work extended and/or varying hours required. The employee must be able to lift up to 50lbs on a repetitive basis, and have the physical strength and abilities necessary to perform essential functions of the job.

Mental Requirements:

While performing the duties of this class, the incumbent is regularly required to remain constantly alert; use written and oral communication skills; observe and interpret situations; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; work with constant interruptions; and interact with staff, children, officials, and the public.

Work Environment

Work is performed both indoors and outdoors in all weather conditions. While performing the duties of this job, the employee may be exposed to various types of adverse weather conditions such as extreme heat, humidity, cold, and/or rain. While performing the duties of this job, the employee may have potential exposure to dust, airborne particles, moving mechanical parts, chemicals, fumes, and medium noise levels. Hazards are considered minor and controllable, but may include exposure to human error and angry/hostile humans.



JOB DESCRIPTION ACKNOWLEDGEMENT FORM

Employee Acknowledgment

I acknowledge by my signature below that I have received and thoroughly reviewed a copy of the job description for the following position:

Position Title: Before and After the Bell Counselor

Revision Date: August 8, 2019

I understand the job description for the above position in its entirety and I am capable of performing all of the stated requirements, with or without reasonable accommodation. Prior to signing this form I discussed any questions I may have had about the job description with my employer, including any reasonable accommodation(s) needed.

I understand that the statements contained in the job description reflect general details as necessary to describe the essential functions of the job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

I understand that my job may change on a temporary or regular basis according to the needs of my department without it being specifically included in the job description. If I have any questions about job duties that I am asked to perform that are not specified within the job description, I should discuss them with my immediate supervisor or a member of the Human Resources staff.

I understand 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.

Employee Name (Print)

Employee Signature

Date