



BOYS & GIRLS CLUB OF LAKE SHORE

Youth Counselor (School Age Child Care)

Reports To:	School Site Director
FLSA Status:	Non-Exempt
FT/PT Status:	Part-time
Pay Rate	\$15.50 - \$17.00

This rewarding part-time position delivers nationally recognized programs that change the lives of youth in our community. In this position candidates will plan, implement, and supervise programs dedicated to four core areas of focus; Character & Leadership, Academic Success, Healthy lifestyles and The Arts.

Qualified professionals:

- Enjoy working with kids grades PreK-6
- Have a basic understanding of youth development philosophies
- Are flexible and able to work with a variety of programs and age groups
- Are open to training and professional development
- Are able to work Monday –Friday 7am to 9am and/or 2pm - 6pm during the school year

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success

- Be a strong role model and foster respectful, impactful relationships
- Promote and stimulate participation in club programming
- Create an environment that facilitates youth development outcomes

Program Development and Implementation

- Effectively implement programs, services and activities for members
- Monitor and evaluate program and services to ensure quality and safety
- Create and deliver new programs and activities as able



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SKILLS/KNOWLEDGE REQUIRED:

- Ability to establish rapport and build meaningful relationships with adults and youth
- Ability to organize activities and supervise members in a safe environment
- Ability to motivate youth and manage behavior

QUALIFICATIONS:

- High school diploma or equivalent required.
- Minimum of two years experience working with youth required, preferably in an organized program setting.
- Strong verbal and written communication skills.
- Self motivated and enthusiastic personality.
- Must complete the required OCFS Health & Safety Training Course within first 30 days of employment
- Must complete a minimum of thirty (30) hours of training every two years. Fifteen of the required thirty (30) hours of training must be obtained during the person's first six months at the program.

Physical requirements: Ability to read and interpret documents such as safety rules, operating instructions, and policy manuals. The ability to clearly and concisely exchange/receive ideas, facts and or technical information with others. Ability to visually monitor activities of club members. The employee is required to use hands to handle or feel and reach with hands and arms. Employees are required to stand, walk, climb stairs, balance, and stoop, jump, kneel, crouch or crawl as part of interaction with children and other staff during their work shift. The employee is occasionally required to sit. The employee must regularly lift and or move up to 10 pounds and occasionally lift and or move up to 25 pounds.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.