

## **After School Program Counselor**

**Rate:** Starting at \$10.25/hr

**Job Description:** Responsible for planning, implementing and supervising all activities within assigned group of the afterschool program. Maintains safety standards and practices at all times. Follows and enforces town and department policies. Ensures quality customer service to all program participants.

### **General Duties:**

- Supervise and ensure well-being of all after school program participants
- Plan, implement and lead a variety of recreation activities including sports, arts and crafts, enrichment and more
- Ensure quality customer service through positive interactions with participants, staff, guardians and the public
- Maintains highest level of safety and risk management at all times
- Responds appropriately to all emergencies and reports all incidents to the appropriate supervisor.
- Other duties as assigned

### **Qualifications:**

- American Red Cross CPR/ First Aid Certification (class available upon hire)
- Experience working with children preferred

**Reports to:** After School Program Supervisor, Recreation Coordinator, Recreation Supervisor and the Director of Parks and Recreation

**Please send application to CAO Office (4 Market Street Collinsville). Application listed in the forms section.**