

## **After School Program Counselor**

**Rate:** Starting at \$12/hour

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

The Beyond the Bell program is typically held at Cherry Brook Elementary School or Canton Intermediate School and may be held at the Canton Community Center for the 2020-2021 academic school year. Beyond the Bell operates as an afterschool child care option, that allows for homework, arts and crafts, games, activities and more!

The SOAR Program will take place in the Canton Community Center for homework then outside at the Canton Intermediate School for sports based activities.

### **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.
- Assist with cleaning/disinfecting of supplies, equipment and high touch surface areas due to COVID-19.
- Other duties as assigned

**SOAR Program:** Must have knowledge of sports.

**Beyond the Bell Program:** Must have experience working with children.

### **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

**Location:** Cherry Brook Primary School in Canton, Canton Intermediate School in Canton and Canton Community Center in Canton.

**Hours:**

Beyond the Bell: Monday and Wednesday, predicted from 3-6pm (hours may change due to COVID-19) and hours range from 3-8 per week.

SOAR: Tuesday and Thursday, 2:45-4:30pm and hours range from 1.75-4 per week.

**Submit Employee Applications to:** Canton Parks and Recreation, 40 Dyer Ave., Canton, CT 06019 ATTN: Lexi Polasek, or scan employee application in via e-mail to: [lpolasek@townofcantonct.org](mailto:lpolasek@townofcantonct.org).

Note: Applications can be found on the Parks and Recreation website: [cantonrec.org](http://cantonrec.org) > General Info > Dept. Info > Forms Section and click on Employee Application.