



**POSITION TITLE: CHILDREN & FAMILY SERVICES AFTER SCHOOL SENIOR COUNSELOR**  
**REPORTS TO: CHILDREN & FAMILY SERVICES DIRECTOR**  
**STATUS: PART-TIME (NON-EXEMPT)**

---

**QUALIFICATIONS:**

- High School Graduate.
- Prior experience working with children.

**RESPONSIBILITIES:**

- Work directly with assigned group as the group's leader.
- Lead weekly activities for the group and help children learn new skills.
- Supervise all of assigned group's activities.
- Participate in all staff trainings and meetings.
- Share in the responsibility for developing and implementing programs.
- Develop relationships with all children in group, including
  - Enjoy activities with group; children will model your behavior
  - Help children feel a sense of belonging to the group
  - Help children strive to achieve goals
  - Respect children's personalities and right to have ideas
  - Understand children will need to make adjustments in a new situation
  - Be friendly but not partial
  - Be agreeable but firm
  - Be an appropriate role model. Children will model your behavior.
- Evaluate progress of children in the group and the total group.
- Maintain positive working relationship with co-counselor.
- Assist administrators with activities, including maintaining control.
- Keep attendance records and turn them in daily.
- Handle child to child problems.
- Maintain communication with parents.
- Arrive at afternoon no later than 2:00 p.m.
- Stay until all children have left the DPJCC or have been accounted for.
- Maintain a professional attitude and loyalty to the program at all times.
- Incorporate Jewish values and ethics and provide safety in all activities.
- Abide by all policies, standards and objectives of the DPJCC and the After-School Program, including but not limited to our policies of no smoking, no alcohol and no drugs.
- Perform all other duties as assigned.