

TOWN OF CANTON

TITLE: After School Program Counselor

CLASS: Hourly/Non-Union

DEPARTMENT: Parks & Recreation

DATE: July 14, 2017

POSITION 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.

SUPERVISION RECEIVED

Works under the direct supervision of the Recreation Supervisor, who oversees Park and Recreation programs.

ESSENTIAL JOB FUNCTIONS (EXAMPLES)

- 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.
- Serves as a liason between the program and Park & Recreation department.
- Ensures the safety and well-being of all program participants by providing high quality risk management at all times.
- May performs additional tasks and duties as necessary and/ or requested.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Interpersonal and human relations skills.
- Verbal and written communication skills.
- Exceptional organizational, planning and multi-tasking skills
- Ability to maintain high level of confidentiality
- Attention to detail.
- Ability to interact with diverse groups of people and individuals with disabilities.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those employees encounter while performing essential functions of the position. Reasonable accommodations

may be made to enable individuals with disabilities to perform the essential functions. The employee is required to work evenings and weekend hours and may be required to work additional hours beyond regularly scheduled work day as needed or as directed by Recreation Supervisor.

- **Physical Exertion:** Must be able to lift up to approximately 25 pounds and have motor coordination. This position requires the ability to walk, run, sit, talk, hear and reach with hands.
- **Vision:** Requirements of the job include close vision and ability to monitor large groups of participants.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening and must have the ability to communicate and have comfort level to speak in front of large groups while effectively communicating directions.

REQUIRED MINIMUM QUALIFICATIONS

The skills and knowledge required would generally be acquired with graduation from high school and one (1) year experience working with children. American Red Cross CPR/AED First Aid Certification required. Prior to start date, the following trainings must be complete: CPR/AED, First Aid, Bloodborne Pathogens.

LICENSE OR CERTIFICATE

Must possess a valid driver's license.