

**SIDNEY ALBERT ALBANY JEWISH COMMUNITY CENTER
ALBANY, NEW YORK**

JOB DESCRIPTION

TITLE: Afterschool Counselor

SUPERVISOR: Afterschool Site Director

DEPARTMENT: ASH, Montessori, TOAST, and Kaleidoscope

CLASSIFICATION: School Year (Sept to June)

SUMMARY- Candidate must be cognizant of and then adhere to NYS OCFS regulations. Candidate must be able to work during the afterschool hours including Orientation, Staff Meetings, trainings, and Vacation Camp Days at JCC.

KEY RESPONSIBILITIES:

- **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- ✓ Help individual children acquire new or improved program skills.
- ✓ Assist with implementation of all program activities.
- ✓ Help maintain daily attendance and wellness records.
- ✓ Assist with children that participate in free swim at JCC.
- ✓ Supervise children during special events, specialist and counselor planned activities.
- ✓ Attend all meetings and trainings deemed necessary by Supervisors.
- ✓ Supervise children as needed for Emergencies at program and Late pickups after hours.
- ✓ Attend 15 hours of training within new hire's first six months; then another 15 hours before their two year anniversary or end of licensing periods.
- ✓ Ensure all program areas are clean at the end of the day.
- ✓ Supervise children on field trips and offsite activities.
- ✓ Ensure children are signed out by approved pick up person at end of day.
- ✓ Know where your children are at all times.
- ✓ Provide excellent customer service to children and parents.
- ✓ Bring any concerns about children and staff to Supervisors.
- ✓ Develop Leadership skills over the course of the school year.

Office/Technical Responsibilities

- **Job Knowledge, Skills and Abilities :**

- ✓ Current CPR and First Aid Certification preferred.
- ✓ MAT training preferred.

- **Education and Experience :**

- ✓ Must be at least 18 years old (NYS OCFS regulations).
- ✓ Previous experience working with children preferred.

- **Working Environment:**
 - ✓ Able to work outdoors, in and around the program site, and at offsite locations for field trips that occur indoors and outdoors, etc.
 - ✓ Assist Site Director with inspection of program area and equipment for safety concerns.

- **Physical Demands:**
 - ✓ Must be able to be outdoors during the majority of afterschool and Vacation Camp hours.
 - ✓ Will include moving/lifting equipment, cabinets, etc.

- **Other:**
 - ✓ Assist with fundraising events as needed
 - ✓ Spearhead or assist on special projects as may be assigned
 - ✓ Perform other duties as assigned

This job description is not intended to be all-inclusive and the successful candidate will also perform other reasonably related business duties as assigned by their immediate supervisor and/or other management staff as required. The JCC reserves the right to revise or change job duties as the need arises. Every employee of the SAAJCC is an at-will employee, and this job description does not constitute a written or implied contract of employment.