

**TOWN OF RAYMOND
JOB DESCRIPTION
AFTER SCHOOL COUNSELOR**

Job Title: After School Counselor

Classification: Non-Exempt

Department: Parks & Recreation

Reports To: Recreation Programmer

Position Type: 10-15 Hours/Week

Other:

Supervisory: No

GENERAL SUMMARY:

This position assists with the supervision and daily operations of the Camp Raymond After School Program. The After School Counselor works alongside the Recreation Programmer and other program staff to supervise participants, lead recreational and educational activities, and provide a safe, welcoming, and engaging environment after the school day.

After School Counselors help facilitate games, crafts, homework time, enrichment activities, and special events while ensuring participants are safe, supported, and actively engaged. This position provides assistance with daily program operations and helps maintain a structured, positive atmosphere for all participants.

ESSENTIAL JOB FUNCTIONS:

- Assists with planning and implementing daily after school activities, games, crafts, and enrichment opportunities.
- Helps supervise participants and ensures their safety and well-being throughout the program.
- Works alongside the Recreation Programmer and other staff to lead activities and small groups.
- Assists with participant check-in, attendance, and dismissal procedures.
- Monitors participant behavior and encourages adherence to program rules and expectations.
- Provides homework support and encourages positive learning habits when appropriate.
- Works closely and cooperatively with all program staff.
- Helps maintain a safe, organized, clean, and inclusive program environment.
- Assists with preparing activity materials and cleaning up program spaces.
- Reports accidents, incidents, behavioral concerns, or safety issues to the Recreation Programmer.
- Assists with completing accident or incident reports when necessary.
- Helps ensure daily activities operate according to the program schedule.
- Maintains regular, predictable, and reliable attendance.
- Follows all Town and Department policies and procedures.
- Performs related work as required.

KNOWLEDGE/SKILLS:

- Basic knowledge of youth recreation programming and child supervision.
- Knowledge of safety practices and risk management related to youth programming.
- Knowledge of first aid methods and safety precautions used in recreation programs.
- Ability to assist with organizing and leading recreational and educational activities.

- Strong communication and teamwork skills.
- Ability to interact positively with children, parents, and staff.
- Ability to remain calm and respond appropriately to challenging situations.

ABILITY TO:

- Promote a positive image of the Town and Parks & Recreation Department.
- Establish and maintain effective working relationships with staff, participants, parents, school personnel, and the public.
- Work effectively with the Recreation Programmer and fellow staff members.
- Interact with youth in a positive, supportive, and professional manner.
- Follow verbal and written instructions.
- Encourage participant engagement, cooperation, and positive behavior.
- Work both indoors and outdoors in varying weather conditions.
- Respond appropriately to emergencies or unexpected situations.

MINIMUM REQUIREMENTS

- Experience working with youth in a recreation, childcare, camp, or educational setting preferred.
- Interest in recreation programming, youth development, or education.
- CPR/AED and First Aid certification preferred or ability to obtain upon hire.
- Ability to pass all required background checks.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

Work Environment:

Work is performed primarily in a school or recreation facility with regular outdoor activities, weather permitting. The position involves frequent interaction with elementary-aged children in a group setting. Noise levels may be moderate to high during activities. Occasional field trips or outdoor recreation activities may be included as part of the program.

Physical Requirements:

Work requires frequent walking, standing, bending, lifting, and active participation in games and recreational activities with participants. The employee must be able to lift and carry equipment weighing up to 40 pounds. Duties involve supervising active children, setting up and cleaning program spaces, and participating in both indoor and outdoor activities throughout the workday.

The above statements are intended to describe the general nature, requirements, and level of work being performed by people assigned to do this job. The above is not intended to be an inclusive or exhaustive list of all responsibilities and duties required.

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

Employee Signature:

Date: