

After-School Counselor

Position Summary: Responsible for preparing and planning with the Group Leader all work necessary for conducting an After School class within the guidelines set by the JCC.

Principal Duties and Responsibilities:

- Working with the Group Leader and other staff members in the classroom in a cooperative supportive manner.
 - Engage the participants in programs and activities while under your care
 - Keeping required attendance records and reports on the children in your class.
 - Ready snacks for the class and maintaining the kitchen area in proper order.
 - Encouraging the use of Jewish content in the curriculum
 - Complying with and participating in the Maryland State Department of Education licensing requirements.
 - If an inclusion student is in your classroom, working with the lead teacher, inclusion staff member, behavior specialist and the director to support the education of this child.
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- Attending all staff meetings and conferences and participating in in-service meetings, any of which may take place outside of school hours; we expect that you will attend each of them.
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- Taking part in the daily clean up of the room, which includes but is not limited to, putting all toys and equipment away, making sure all food items are wrapped and put away and wiping down the tables and chairs. In addition, bulletin boards will be repaired as needed and the refrigerator and freezer will be checked periodically to remove old or unwanted items.
 - Changing soiled clothes as needed.
 - Leaving only when an authorized adult has picked up each child, or his/her care has been entrusted to a teacher or assistant teacher or to an administrator on the school staff.
 - Participating in program set-up prior to opening day and clean up at the end of the year.

Other

- Perform other related duties as needed, required or assigned.

Knowledge, Skills, Abilities:

- Good communication skills with adults and children
- Good reading and writing skills
- Able to support the Group Leader
- Good people skills

Education or Experience:

- Completed or working towards a High School Diploma
- Experience working with young children

Email resume or letter of qualifications to jobs@jccgw.org.