

## **City of Franklin**

**JOB TITLE:** Before or After School Counselor

**DEPARTMENT:** Recreation Department

**STATUS:** Part-Time/Seasonal, Non-Exempt

**JOB SUMMARY:** Assist in implementing and running the daily activities.

**SUPERVISION RECEIVED:** Works under the supervision of the Parks and Recreation Director and the Recreation Event Supervisor.

**SCHEDULE OF WORK HOURS:** The Before and After School Program Counselor is a seasonal employee. They are employed for approximately thirty-seven weeks during the school year on an as needed basis for 10-15 hours per week.

**MAJOR DUTIES:** (The listed examples are illustrative only and may not include all duties found in this position.)

- Runs activities while supervising children.
- Understands and meets needs of children.
- Communicates with parents and deals with their concerns.
- Assists in preparing, serving and cleaning up snack.
- Assists children with homework and other academic needs.
- Sets up, administer and break down various physical activities, arts & crafts, games, etc.
- Provides leadership to children
- Administers first aid as needed.
- Exercises appropriate safety and personal expectations of children.
- Manages supplies.
- Enforces the rules and regulations established to ensure the safety and welfare of participants.
- Inspect facilities and equipment daily for hazards and unsafe conditions. Report problems to your supervisor.
- Manages disciplinary issues.
- Ability to communicate and work with children ages 5-13, at various skill levels, to provide necessary instruction and to communicate with other staff members
- Ability to observe children's behavior assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques
- Visual and auditory ability to identify and respond to environmental and other hazards related to activities
- Possess strength and endurance required to maintain constant supervision of children. Know where the children are at all times, and that they are safe.

- Maintain confidentiality.
- Attend staff meetings as required.
- Become acquainted with information and resources available to improve the program.
- Participate in all activities of the children under your care.
- Perform set up, take down, and clean up of all activities in and out of the building. This may involve cleaning bathrooms, picking up trash, and keeping supplies in an orderly fashion.
- Plan and organize fun activities.
- Performs other related duties as required.

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Knowledge of the developmental stages of children.
- Knowledge of CPR and first aid.
- Skill in scheduling, time management and resourcefulness.
- Ability to assess needs.
- Ability to impose discipline.
- Ability to be outdoors and lead and participate in physical activities.
- Ability to manage and chaperone small group activities.

**SUPERVISORY CONTROLS:** The supervisor provides continuing or individual assignments by indicating generally what needs to be done, limitations, quantity and quality expected, deadlines and priority of assignments. The supervisor provides additional, specific instructions for new, difficult or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

**GUIDELINES:** Specific, detailed guidelines covering all the important aspects of the assignment are provided to the employee. The employee works in strict adherence to the guidelines; deviations must be authorized by the supervisor.

**COMPLEXITY:** The work consists of duties that involve related steps, processes or methods. The decision regarding what needs to be done involves various choices requiring the employee to recognize the existence of, and differences among, a few easily recognizable situations.

**SCOPE AND EFFECT:** The work involves treating a variety of conventional problems, questions or situations in conformance with established criteria. The work product or service affects the design or operation of systems, programs or equipment; the adequacy of such activities as field investigations, testing operations or research conclusions; or the social, physical and economic well-being of persons.

**PERSONAL CONTACTS:** The personal contacts are with employees within the immediate organization, office, project or work unit and in related or support units. The contacts are with members of the general public in very highly structured situations, i.e., the purpose of the contact and the question of with whom to deal are relatively clear.

**PURPOSE OF CONTACTS:** The purpose is to obtain, clarify or give facts or information regardless of the nature of those facts, i.e., the facts or information may range from easily understood to highly technical.

**PHYSICAL DEMANDS:** The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting of moderately heavy items such as typewriters and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

**WORK ENVIRONMENT:** The work involves moderate risks or discomforts that require special safety precautions (e.g., working around moving parts, carts or machines; with contagious diseases or irritant chemicals; etc.). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** Lead workers at this level possess the authority to assign, coordinate and review the quality and quantity of the work of other employees. They instruct employees in specific techniques or technical methods for accomplishing work assignments. They usually perform the same type of work as the employees supervised, but may be responsible for performance of the more technically difficult, controversial or sensitive work assigned to the unit or group. They are not normally responsible for counseling or disciplining employees or for performing personnel management functions such as evaluating performance, recommending hiring or discharge or making salary decisions, etc.

**MINIMUM QUALIFICATIONS:**

- Knowledge and level of competency commonly associated with a high school diploma, experience with babysitting or other work with youth or volunteering would be helpful.
- Sufficient experience to understand the basic principles relevant to the major duties of the job or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.