

CARMEL CLAY PARKS & RECREATION POSITION DESCRIPTION

POSITION TITLE: KID COUNSELOR - ESE
DEPARTMENT: PARKS & RECREATION
REPORTS TO: SITE SUPERVISOR & ASSISTANT SITE SUPERVISOR - ESE
FLSA STATUS: NON-EXEMPT

Purpose of Position:

Seeking a self-motivated individual, passionate about working with children grades K-6, to work as part of a team whose purpose is to competently and enthusiastically create and facilitate enrichment activities, assist with K-6 student homework, and provide a safe, enriching, and character-driven environment for students enrolled in the Extended School Enrichment (ESE) program (school-year and summer).

Essential Job Functions:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- ❖ Create, organize, and facilitate a variety of daily enrichment and academic activities, including but not limited to arts, sports, science, homework, and literacy.
- ❖ Consistently model and guide students in character development through actions, activities, and dialogue.
- ❖ Plan and create detailed enrichment club activity plans for 10 weeks at a time with team that corresponds to state standards using established templates and guidelines.
- ❖ Implement and model respect for all spaces and materials used, ensuring they are well maintained and left as found, including buses and field trips
- ❖ With team, supervise up to 200 children throughout all aspects of the daily program.
- ❖ Attend and participate in professional development meetings and trainings.

Knowledge, Skills, & Abilities Required to Perform Essential Job Functions:

- ❖ Basic typing, Internet, Word, and Excel skills
- ❖ Reliable and organized; on time and accurate with paperwork and daily schedules
- ❖ Capable of creatively problem-solving under pressure, both as part of a team and independently
- ❖ Enthusiastic and flexible about both learning and teaching new skills
- ❖ Able to act consistently as a role model and guide for behavior and character development
- ❖ Ability to assist K-6 students accurately with daily homework, requiring understanding and instruction of math and literacy skills up to a 6th grade level
- ❖ Interact and communicate in a positive, professional manner with team, students, and public
- ❖ Ability to confidently and effectively manage student behavior in a positive, respectful manner at all times

Qualifications Required to Perform Essential Job Functions:

- ❖ Must be at least 16 years of age and have access to reliable transportation.
- ❖ Must be First Aid and CPR/AED certified or be able to acquire certification within 30 days of orientation.
- ❖ Must be CPI certified within 90 days of orientation.
- ❖ Must obtain Stewards of Children certification within 6 months of orientation.
- ❖ Must pass a background check that encompasses national, state, and local searches.
- ❖ Must pass a pre-employment drug test.

The Carmel/Clay Board of Parks & Recreation is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Board will provide reasonable accommodation to qualified individuals with disabilities.