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

**Job Title:** Camp Raymond After School Counselor **Classification:** Non-Exempt

**Department:** **Parks & Recreation Other:**

**Reports To:** Recreation Programmer **Supervisory:** No **Position Type:** Part-time, Seasonal

**GENERAL SUMMARY:** The After School Counselor supports the mission of Raymond Parks and Recreation by providing a safe, engaging, and enriching environment for children in the after-school program. This position is responsible for supervising participants, leading activities, and ensuring the well-being of all children in the program. Counselors serve as role models, encourage positive behavior, and foster a welcoming environment where all children feel included and supported.

**ESSENTIAL JOB FUNCTIONS:**

* Supervise and actively engage with children in daily program activities, including crafts, games, sports, and educational projects.
* Assist with planning, setup, and cleanup of activities and program spaces.
* Promote and model positive behavior, conflict resolution, and teamwork among participants.
* Ensure participant safety by following established policies, procedures, and emergency protocols.
* Monitor attendance and maintain accurate records.
* Communicate effectively and respectfully with parents/guardians, staff, and participants.
* Assist with snack distribution and ensure areas remain clean and sanitary.
* Support inclusion and adapt activities to meet the needs of all participants.
* Maintain regular, predictable, and reliable attendance.
* Represent the Town of Raymond in a professional, friendly, and helpful manner.
* Perform related duties as assigned.

**KNOWLEDGE/SKILLS**

* Principles of youth supervision, recreation, and group management.
* Basic first aid and safety practices.
* Strong interpersonal, communication, and teamwork skills.

**ABILITY TO:**

* Engage and connect with children in a positive and enthusiastic manner.
* Lead and participate in recreational, educational, and physical activities.
* Remain calm and effective in challenging situations.
* Follow program schedules, procedures, and safety guidelines.
* Work both independently and collaboratively as part of a team.
* Adapt to changing priorities and program needs.

**MINIMUM REQUIREMENTS**

**Experience and Education/Training:**

* Experience working or volunteering in a recreational, educational, or community setting is preferred.

**Certificates**

* CPR/First Aid certification (or willingness to obtain upon hire).

**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

**Work Environment**: Most work is performed at recreation facilities, parks, and community event sites. Noise levels and activity may be high, especially during events and programs. Indoor and outdoor work is required in various weather conditions.

**Physical Requirements:** Frequent physical activity including walking, standing, lifting, and participating in recreation activities. May require setting up and moving equipment and engaging in active games or sports. May require lifting or moving supplies, equipment, or materials up to 25lbs.

***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:**