

Town of Jaffrey, New Hampshire
POSITION DESCRIPTION

Position Title: Before-school Program Counselor
Department: Recreation
Reports To: Recreation Director
Status: Seasonal, Part time

Date: July 2017

GENERAL SUMMARY:

Under the overall supervision of the Recreation Director, responsible for planning, organizing, overseeing, reviewing, and implementing daily before school program activities for children of elementary school age.

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

- Assists in generating ideas for and running activities/supervising children.
- Organizes age-appropriate activities for children; groups children effectively.
- Ensures that children are playing in a respectful and safe manner by monitoring their actions and behavior; intervenes if problems arise.
- Models appropriate social behavior; uses appropriate and positive language to communicate with children.
- Participates in children's activities.
- Understands and meets needs of youth participants.
- Communicates with parents and addresses their concerns.
- Manages and chaperones small group activities.
- Sets up and breaks down activities.
- Provides leadership to youth participants.
- Administers first aid as needed.
- Exercises appropriate safety and personal expectations of youth participants.
- Manages supplies.
- Manages disciplinary issues.
- Promotes and maintains positive community relations.
- Responsible for attending staff meetings.
- Performs janitorial duties as required.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Knowledge of equipment used in a recreation program
- Knowledge of a wide variety of recreational activities
- Knowledge of children's behavior as applied to various groups participating in recreational activities.
- Ability to read
- Ability to participate in recreation activities
- Ability to manage conflicts between participants with maturity
- Knowledge of the developmental stages of children.
- Knowledge of CPR and first aid.
- Skill in scheduling, time management, and resourcefulness.
- Ability to communicate effectively both orally and in writing.
- Ability to maintain accurate records.
- Ability to pass a background check.

- 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.
- Ability to establish and maintain effective working relationships with children of all ages.
- Ability to establish and maintain effective working relationships with employees, Town officials, civic organizations and the public.
- Contributing effectively to the accomplishment of Department goals, objectives, and activities

MINIMUM QUALIFICATIONS:

- A minimum of 16 years of age.
- Knowledge and level of competency commonly associated with a high school diploma preferred OR 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.
- Certification in CPR and First Aid
- Must be available to work during scheduled school days/program dates and trainings.

SUPERVISORY RESPONSIBILITY:

No supervisory responsibility; this position can expect the direct supervisor to provide continuing or individual assignments by indicating generally what needs to be done, limitations, quantity and quality expected, deadlines and priority of assignments. The supervisor will also provide 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. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

WORKING CONDITIONS/PHYSICAL DEMANDS:

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

For communicating with others, talking is required; for taking instructions from others, hearing is required; for doing the job effectively and correctly, sight is required. Required to use hands to finger, handle, and feel objects or equipment; required to reach with hands and arms. The nature of the position requires participation in physical activities requiring strenuous physical effort; therefore, the employee is required to be in, and maintain, sound physical condition. Work is performed in a variety of environmental conditions, including heat, damp, wet, slippery, muddy, noisy, etc., and employee may be exposed to herbicides and pesticides, as well as dirt and dust; exposure to minor injuries such as cuts and bruises, periods of sunlight, poisonous plants, and insects and bees.

Work is subject to exposure to extreme weather conditions. 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. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity under varying and sometimes adverse weather conditions.

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.

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 the execution of specific rules, regulations or procedures, and typically comprises a complete segment of an assignment or project of broader scope. The work product or service affects the accuracy, reliability, or acceptability of further processes or services.

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.

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

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, 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.