

**Job Title:** Kidstown Counselor  
**Department:** SJCC Youth and Recreation  
**Reports To:** Youth and Family Program Coordinator

**FLSA Status:** Non-Exempt  
**Prepared Date:** October 2014

*All employees are expected to represent the J's Vision, Mission, and Values while conducting their job duties:*

Vision: The Stroum Jewish Community Center will inspire connections that build community and ensure Jewish continuity. Mission: Together we celebrate outstanding programs, partnerships, and spaces that welcome everyone to learn, grow, and celebrate Jewish life and culture. Values: K'lal Yisrael (Jewish Peoplehood), Hachnasat Orchim (Welcoming Everyone), Limud (Learning), Simcha (Joy), Derech Eretz (Respect and Common Courtesy), Shmirat haNefesh v'haGuf (Taking Care of Oneself, Body and Soul), Kehillah shel Chaverim (A Community of Friends).

### **Position Summary:**

An SJCC Kidstown Counselor facilitates and implements educational and recreational programming for children. The focus of this position is to ensure that children have a safe, fun and nurturing environment while under care.

### **Essential Duties and Responsibilities:**

- Supervise children enrolled in care
- Know each child's social, physical and emotional status under care.
- Interact with the children at all times
- Communicate daily with parents and guardians, informing them of their child's day.
- Facilitate each activity each day, including snack, assisting with homework help, arts and crafts, sport and outdoor activities.
- Plan and implement programs in coordination with Youth and Family Program Coordinator.
- Model mission and vision of SJCC through programming, and follow all Youth and Recreation Department policies and procedures.
- Work as a team with your co-counselors and Program Coordinator, sharing responsibilities and authority.
- Share in proper maintenance/cleanliness of Kidstown
- Model positive, professional and appropriate behavior at all times.
- Accept additional responsibilities as assigned by Program Coordinator or Youth and Family Program Manager
- Other duties as assigned.

### **Supervisory Responsibilities:**

This position does not have supervisory responsibilities.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### Education/Experience:

Minimum education: Grade 11 high school; at least one year experience working with children.

Prior experience and/or current skills must include: excellent customer service skills; ability to manage multiple projects simultaneously; must enjoy working with youth, teens, and adults; ability to inspire others in camp and program environments; demonstrated ability to work effectively, both independently and as part of a team.

#### Certificates and Licenses:

First Aid and CPR certification required (may be acquired within first 3 months upon being hired)

#### Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

Ability to apply common sense understanding to the carrying out of instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Physical Demands and Work Environment:**

The information described below represents the physical activities and surroundings one may encounter when performing the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: To perform the job, the employee is frequently required to talk and hear on the telephone and in person with individuals and groups. The incumbent may occasionally be required to carry materials weighing up to 50 pounds.

Environmental Conditions: The work is performed in a day care room, where moderate to high volume levels.