

City of Whitefish
An Equal Opportunity Employer
Job Description: After School Counselor

Class/Job Title: Counselor
Department: Parks and Recreation
Salary/Wage: \$9.51 – 10.31 per hour (DOE) Range 3
FLSA Status: Non-Exempt
Type/Duration: Temporary - September 4, 2018 – June 14, 2019

GENERAL CLASS DESCRIPTION:

Assist the Before and After School Programmer in organizing, implementing and supervising Before and After School Program activities for youth grades K-5. Activities may include art, athletics, outdoor exercise, games, snack preparation, homework and similar. Provide quality service to children and their families. Maintain positive public relations with school staff and the general public.

ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:

- Assist the Head Counselor and/or Programmer in carrying out the functions of a Before and After School program. In the absence of the Head Counselor, Counselor assumes responsibility.
- Assist the Head Counselor and/or Programmer in implementing activities and supervising full-day programs during school district Professional Development days, winter break, and spring break, to include, but not limited to, field trips, bus transportation, outdoor activities, and games.
- Assist the Head Counselor and/or Programmer in planning and implementing daily activities such as games, supervising clubs, special events, physical fitness, arts and crafts, team building, outdoor skills, etc.
- Interact with children in an engaging manner with positive leadership.
- Provide direct supervision to children at all times.
- Create a safe, inclusive environment for all children, parents, and staff.
- Follow student behavior management guidelines provided by the school and the Parks & Recreation Department.
- Monitor use of equipment/supplies and ensure they are used in a capacity in accordance with intended use.
- Ensure that equipment/supplies are returned to the storage area and organized daily.
- Perform general cleaning duties including but not limited to trash pick-up, mopping, sweeping, and bathroom disinfection.
- Assist in maintaining a variety of records and forms such as permission slips, incident forms, and attendance records.
- Respond to public inquires or comments such as questions and complaints.
- Respond to and take care of circumstances requiring first aid.
- Perform a variety of miscellaneous duties as assigned.

PERIPHERAL DUTIES:

Provides backup to related positions as needed and assigned.

COMPETENCIES:

- A. Exhibits behavior consistent with the mission, vision and values of the City of Whitefish.
- B. Furthers the mission, vision, and values of the City through excellent customer service, creative problem solving, decision making and stewardship of City resources.
- C. Provides teaching, mentoring and motivation to other employees within the organization through the sharing of knowledge, skills and information.
- D. Is proactive in performing and improving his/her own work and suggests and participates in projects and activities to improve the function of the entire organization.
- E. Demonstrates emotional intelligence in day-to-day work, decision making and problem solving.
- F. Initiates and suggests actions to improve departmental and City operations, employee performance, morale and work methods.
- G. Demonstrates a commitment to provide and require excellent customer service through cooperative team and individual efforts.

COMMUNICATION:

- A. Provides suggestions, advice and support to supervisor, department head, other City employees, employee teams, and the City customers.
- B. Communicates effectively, both orally and in writing with the supervisor, department head, City employees, employee teams.
- C. Works cooperatively with all City employees toward the common goal of providing high quality services.
- D. Exhibits excellent interpersonal and human relationship skills.

MANAGEMENT:

- A. Participates in development and mentoring of co-workers to achieve a cohesive work unit consistent with the City's mission, vision, and values.
- B. Is accountable for the delivery of quality services and work product as a part of the overall departmental and City-wide strategic direction, goals, and objectives.
- C. Contributes to a superior work culture through participation in training and mentoring to develop leadership, management and technical skills in all employees.
- D. Assists fellow employees with developing and implementing programs and objectives to improve departmental and City-wide efficiency.
- E. Effectively manages multiple assignments and priorities to ensure the fulfillment of projects, tasks and responsibilities.

- F. Suggests and carries out procedures to assure the highest standards of risk management, employee safety and risk avoidance.

TECHNICAL TASKS:

- A. Performs all job duties in compliance with the established rules and regulations of the City of Whitefish.
- B. Demonstrates accountability and responsibility for completion of work assignments in the absence of a department supervisor; provides responsive and timely feedback to supervisory staff on status and progress of work activities.
- C. Promotes safe work practices and ensures compliance with City safety policies.
- D. Assists in the development of operating procedures, policies, rules and regulations.
- E. Attends meetings, seminars, training programs, conferences and other related events as required.
- F. Maintains individual knowledge and skills to be able to carry out all duties of position.
- G. Handles other responsibilities and duties as assigned or needed.

SUPERVISION RECEIVED:

Works under the supervision of a Recreation Coordinator, Recreation Programmer, and Head Counselor.

SUPERVISION EXERCISED:

Supervises the Before and After School participants.

KNOWLEDGE, SKILLS & ABILITIES:

Necessary Knowledge, Skills and Abilities:

- A. Must have the initiative to carry out work assignments in a timely manner.
- B. Must possess good verbal and written communication skills in English to deal positively and effectively with the public.
- C. Must have the ability to remain calm, cool, and collected during confrontation.
- D. Should demonstrate enthusiasm for activities, patience, and self-control.
- E. Should have the ability to maintain control of children in a positive manner.
- F. Have a genuine concern for the well-being and development of young children.
- G. Must have the fortitude to abide by and enforce rules, policies and procedures.
- H. Ability to work effectively with young people.
- I. Ability to work well with other staff members.
- J. Ability to accept guidance and supervision.
- K. Ability to demonstrate proper etiquette (behavior, safety, emergency procedures, cleanliness, etc.)
- L. Willingness to take initiative and work independently.

MINIMUM QUALIFICATIONS: EDUCATION AND EXPERIENCE

- A. High School Diploma or GED with GPA of 2.5 or higher; or
- B. Sophomore status at an accredited high school with a GPA of 2.5 or higher; or
- C. an equivalent combination of education and experience may be considered.

SPECIAL REQUIREMENTS:

1st Aid and CPR certification or ability to obtain certification before first day of employment. Must not appear on any State or National sex offender registry. Must be able to pass a State and Federal criminal background check. Must be at least 14 years of age per Montana Child Labor Laws.

TOOLS AND EQUIPMENT USED:

Phone, hand held radios, various sports and recreation equipment, TV, VCR, and portable music player.

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.

While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is required to use hands to handle, feel or operate objects, tools, and controls. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl or run.

The employee must occasionally lift and/or move objects up to 50 pounds. The employee must be able to see objects near and far.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works inside and outside. Outside weather conditions vary from rain, cold and heat.

The noise level in the work environment can be moderately loud.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature / Date

Supervisor's Signature / Date