

AFTER SCHOOL PROGRAM COUNSELOR

Job Information

Job Title	After School Program Counselor
Location	Durham, North Carolina
About Duke School	Founded in 1947, Duke School has as its mission to inspire learners to boldly and creatively shape their future. Duke School offers an exceptional project-based learning environment that seeks to develop high-level analytical and critical thinking skills in all of its students. Duke School is a preschool through 8 th grade day school enrolling approximately 500 students.

Job Summary

The role of the After School Program Counselor will facilitate various activities that promote physical activity, healthy eating and nutrition, positive personal development and wellness; and to engage and support school aged children and families in Duke School community.

Key Responsibilities:

- Working under the supervision of the Auxiliary Programs Manager will instruct and participate in a variety of physical activities aimed at engaging students in fun, recreational and life-long learning objectives.
- Supervise children attending after school programming while promoting safety and respect amongst all participants and staff.
- Ensure a friendly and supportive atmosphere is maintained by developing appropriate strategies to support children in managing their behavior.

- Respond to the individual needs of children and establish stable and consistent relationships with each child.
- Liaise sensitively with parents on matters concerning their children while maintaining confidentiality.
- Ensure that the health and safety needs of the children are met, and all health and safety issues are dealt with immediately and appropriately reporting to Auxiliary Manager the day of the incident.
- Ensure correct procedures are followed for administering first aid.
- Ensure proper sign in/sign out procedures are followed.
- Cleaning and tidying of the buildings, café spaces, playground areas and ensuring the safe storage of equipment.
- Report on a regular basis to the Auxiliary Programs Manager regarding issues of need and/or concern.

Key Qualifications:

- High School Diploma or higher degree
- Ability to work well with children.
- Experience with leading children/youth activities
- Ability to communicate effectively both orally and in writing with all levels of staff, the students participating in programming and families if necessary.
- Ability to establish and maintain effective working relationships with staff, students and parents.
- Demonstrated problem solving ability.
- Ability to perform the physical requirements of the job including frequent standing, walking bending, kneeling, crouching or crawling and maintaining interactions with students to ensure safety. Ability to use various sports equipment used in program.

Available to work 2:30- 6:15 PM Monday- Friday, be on time and available all days

Job Types: Part-time, Temporary Pay: \$14.00 - \$18.00 per hour

COVID-19 considerations: Interviews will be conducted via telephone prior to hiring. Afterschool program may vary from description due to Covid-19