



Position Title: ACE Counselor
Position Status: Part-time, M-F
3:30 - 6:00 PM
FLSA Classification: Non-Exempt
Reports To: Director of After School Programs

Position Purpose

Under general supervision, supports the Director of After School Programs in administering programs to provide a safe and engaging ACE experience for students. Facilitates activities by establishing a relationship with the Director of After School Programs and students through learning resources and the school environment. Develops and fosters the appropriate skills and social abilities to enable the optimum development of children, according to age, ability, and aptitude.

Essential Functions

- At the direction of the Director of After School Programs, implements activities with students.
- Prepares materials and ACE environment as directed by the Director of After School Programs.
- Assists with and participates in all ACE activities, including but not limited to outdoor, crafts/coloring, legos, and gym activities.
- Supports rules of conduct and creates a warm and welcoming environment.
- Maintains order in the ACE classroom and throughout common areas of the campus, including playground.
- Attends work and arrives/departs work at the appropriate times as determined by the immediate supervisor.
- Assumes other job-related duties assigned by the immediate supervisor.

Qualifications

- Ability to communicate effectively and professionally.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Willingness to be flexible with change in duties.
- Knowledge of content, methods, materials, and equipment for ACE.
- Ability to facilitate activities for children that encourage healthy growth.
- Knowledge of applicable safety procedures.
- Ability to provide a supportive and caring environment for children.
- Ability to exercise control and maintain classroom management.
- Comfortable with a team-based work structure; ability to demonstrate flexibility on the job.
- Demonstrates initiative, is conscientious, and provides complete follow-through on areas of responsibility.
- Must be 18 years of age or older.
- Prior experience working with children.

Physical Requirements and Work Environment

- Be able to occasionally lift up to 30 lbs.
- Regularly use close and distance vision.
- Frequently stand and talk or hear and sometimes walk and sit.
- Turn, bend, reach, and occasionally climb.
- Work in a traditional climate-controlled classroom environment with moderate noise level and work outside in all seasonal weather conditions (except extreme weather conditions) .

Application Procedure

Interested candidates, please email a cover letter, resume, statement of educational philosophy, and contact information for three references to careers@sch.org.

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