



Position Title: After School Program Counselor

Date Modified: July 2021

FLSA Classification: Non-Exempt

Reports to: After School Program Coordinator

About St. John's Episcopal School

St. John's is an independent, coeducational Episcopal school serving approximately 500 students in grades pre-k through eight. Located in a park-like setting on 10 acres in East Dallas, the School offers its employees and students a supportive esprit de corps fueled by a common mission – one dedicated to a program of academic excellence designed to train the mind, strengthen the character, and enrich the spirit of each student in a Christian environment. We think of St. John's not only as a School, but also as a very special kind of community. We seek to employ people who – regardless of the role they play in the School – understand that they impact the lives of our students, families, and colleagues. The St. John's Code calls us to model honesty and respectfulness in our relationships, responsibility in the performance of our assignments, and a caring attitude that extends to all members of our community. Do you dream of becoming the best employee you can be? Of coming to work each day with a sense of mastery, belonging, and purpose? Of working with fun, collegial, collaborative, growth-minded professionals? If so, you could thrive at St. John's.

Position Purpose

If you love working with children and want to positively make an impact with a sense of self, confidence, and happiness, then the St. John's Episcopal School After School Program (ASP) is a great place to work this Fall 2021 semester!

The responsibilities of this part-time role include the supervision, safety, and activities of children in an assigned group while ensuring the well-being of all children in the program. Supervision includes visual and auditory awareness as well as a pattern of circulating among the children.

The After School Program Counselor should be dependable, responsible, sensitive, mature, and able to relate to children as well as adults. The position is scheduled to begin training immediately with an official start date in late August. This is a part-time position without benefits that follows the School's academic calendar.

Key Accountabilities

- Must be energetic and have a positive attitude
- Ability to build positive relationships with students, staff, and parents
- Supervise assigned group of children enrolled in the ASP

- Understand and meet the developmental and academic needs of school-age students of varying academic, social, and emotional abilities
- Follow the ASP pick-up and check-out procedures
- Adhere to and enforce discipline policy as taught in staff training
- Assist in set-up and clean-up of activities.
- Report supplies needing repair or depletion to the ASP Coordinator
- Be alert and able to quickly move to attend to injured or ill children (be able to lift or carry if necessary) and initiate first aid procedures
- Report any illness or injury of a child or staff member to the Coordinator immediately following any incident
- Adhere to all COVID-19 safety procedures and all other necessary protocols required by the School

Opportunities and Challenges

The After School Program Counselor plays a pivotal role in the life of a St. John's student and is a member of a team that helps students develop positive habits, skills, and attitudes. The ASP Counselor must:

- Model the St. John's Code of respect, responsibility, honesty, and care.
- Demonstrate strong listening and verbal communication skills.
- Embrace the School's Episcopal identity, ethos, and commitment to respecting the dignity of each individual.

Growth Mindset

- Collaborate with colleagues in ensuring student safety and supervision.
- Demonstrate commitment to personal and professional growth. Able to meaningfully receive, reflect on, and apply feedback to one's professional growth.

Qualifications

- Must be at least 18 years of age.
- High school graduate or equivalent required.
- Ability to relate well to elementary age boys and girls.
- Exhibit a positive attitude.
- Ability to follow instructions individually and work well with a team.
- Must complete New Employee Training 30 days from hire which includes but is not limited to First Aid/CPR, SafeSchools Training, and New Employee Orientation.

Physical Requirements

- Ability to lift and carry approximately 30 lbs.
- Ability to adjust from sitting to standing with ease.
- Ability to stand for long periods of time.
- Ability to work with children and adults in indoor and outdoor settings.

How to Apply

For more information, or to submit your letter of interest and resume in PDF format, please contact:

Mrs. Sue Trumbo, Chief People Officer
strumbo@stjohnsschool.org
214-328-9131

In our commitment to diversity and equity, St. John's Episcopal School does not discriminate regarding race, color, ethnicity, national origin, sexual orientation, gender, age, genetic information, disability, pregnancy, marital status, religion, military status, and/or any protected category. This commitment extends to our employment, educational, admission, and financial-aid policies, and other school-administered programs.