



**Position Title:** After Care Junior Counselor  
**Position Status:** Part-Time, M-F: 3:30 - 6:00 PM (flexible)  
**FLSA Classification:** Non-Exempt  
**Reports To:** Director of After Care Programs

## Position Purpose

Under general supervision, supports the Director of After Care Programs in administering programs to provide a safe and engaging After Care and Enrichment (ACE) experience for students. Facilitates activities by establishing a relationship with ACE Leadership 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 ACE Leadership implement activities with students.
- Prepares materials and ACE environment as directed by ACE Leadership.
- Assists with and participates in all ACE activities, including but not limited to outdoor, crafts/coloring, legos, and gym activities.
- Support rules of safety and conduct and creates a warm and welcoming environment.
- Maintains order in the ACE classroom and throughout common areas of the campus, including the playground.
- Attends work and arrives/departs work at the appropriate times as determined by the ACE Leadership.
- Other duties as assigned by the Director of After Care Programs.

## 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.
- Ability to facilitate activities for children that encourage healthy growth.
- Ability to provide a fun, supportive and caring environment for children, encouraging positive behavior and social skills.
- 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.
- Prior experience working with children, preferred.

## Physical Requirements and Work Environment

- Be able to occasionally lift up to 35 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

**To learn more:** Please contact SCH's Director of After Care Programs, Sarah Damiano at [sdamiano@sch.org](mailto:sdamiano@sch.org) or 215-247-7272

**To Apply:** Candidates must upload a cover letter, resume, and information for three professional references through our online platform. Please follow this [link](#).

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