

Before and After School Counselors:

The Bourbonnais Township Park District is currently seeking individuals to fill the part-time position(s) of Before and/or After School Counselor(s). Hours vary based on the school site and schedule, but generally require availability between the hours of 6:15 and 8:30 am for Before School and/or between 2:00 and 6:00 pm for After School. The ideal candidate works well with children, is motivated, energetic, caring, organized, punctual and able to multi-task. Duties include: set-up, planning and implementing activities, transporting and supervising before and/or after school participants. Applicants must be at least 17 years old, have reliable transportation and be able to pass a criminal background check and drug screen.

Please print and complete an application and send with resume, cover letter and references to:

BTPD 459 N. Kennedy Dr., Bourbonnais, IL 60914
or e-mail PDFs to Applicants@BTPD.org
no phone calls please

Bourbonnais Township Park District Job Description

Position Title:	Before & After School Counselor				
Department:	Recreation Station	GL Code:	122-34-5002		
Reports to:	Recreation Supervisor				
Supervises:	n/a				
Classification:	Part-time	FLSA:	Hourly	Starting Pay Range:	\$12.00 - \$12.50 / hr.
Approved :	12/15/17	Revised:	12/15/17	Range Changed:	01/01/22

Position Description:

The Before & After School Counselor is responsible for implementation of activities and the supervision of participants at an assigned program.

Qualifications:

The position requires that Before & After School Counselor be at least 17 years of age with a valid Illinois driver's license. The job is an entry-level position.

Skills needed to be demonstrated:

- Responsible for implementing the daily program schedule and incentive program.
- Incorporates the B4AS philosophy and interprets this philosophy to the participants, counselors and parents.
- Be aware of all Allergy/Medical/ADA requirements based on the needs of individual participants.
- Attends scheduled orientation and staff meetings.
- Perform dependent responsibilities as a team member; work effectively in cross-over tasks or group projects.
- Quickly and professionally deals with parental concerns, questions, and problems. And communicate with Site Coordinator or Supervisor.
- Collects and records money collected on site. Delivers records and monies to Site Coordinator or as assigned.
- With direction from Site Coordinator, plans and implements activities. Activities include but are not limited to, arts & crafts, games, sports, quiet activities, and others.
- Quickly and professionally deal with discipline problems.
- Report supply needs to Site Coordinator or Supervisor
- Supervise and implement the daily activities of the program.
- With direction, plans and implements activities for school break days
- Transport participants to/from school BTPD facilities or other locations
- Take and record daily attendance. Keep attendance books with you at all times
- Must be able to participate in games and activities
- Must be able to effectively adjust to stressful situations (handling irate customers, continual questioning and explanations)
- Must be able to effectively give and receive verbal and written directions

Bourbonnais Township Park District

Job Description

Safety and Risk Management:

- Administer first aid when necessary for a child's or staff member's welfare.
- Implement agency and program safety standards
- Monitor program health and safety practices.
- Reports first aid supply needs to the Site Coordinator/Supervisor.
- Reports accidents, injuries, and illnesses to Site Coordinator/Supervisor.
- Thoroughly completes Accident and Incident Reports.
- Fully understand and follow the guidelines of the Illinois abused and neglected child-reporting act and any procedures that accompany that law.
- Be certified in CPR & First Aid lecture

Facility Management:

- Maintain the cleanliness of area and facility being used by participants.
- Notifies Site Coordinator or Supervisor of any problems or dangerous situations regarding the facility

Special Considerations:

- Requires flexibility of work schedule during high volume work periods.
- Work is subject to inside/outside environmental conditions.
- Requires regular lifting of light - medium - heavy objects weighing up to 30 pounds.
- Exposure to extreme outdoor climatic and temperature conditions (heat, cold, sun, wind, precipitation and humidity)

Knowledge, Skills, and Abilities:

- Ability to accept responsibilities and work in an independent and organized manner
- Ability to be flexible and interact cooperatively with fellow staff members
- Ability to be aware and respond appropriately to the needs and concerns of children and their parents
- Display leadership, dependability, patience and concern for others
- Excellent communication skills - professional ability to attend to the needs, address complaints and resolve concerns of our customers

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements and effects of working conditions associated with the job While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job description to meet changing circumstances; emergencies, priority assignments, changes in personnel, workload, technological developments, etc.

Bourbonnais Township Park District Job Description

CERTIFICATION

“I have read this job description, and certify that I can perform all essential job functions without a significant risk to my own health and the health and safety of others that cannot be eliminated by reasonable accommodations” The District may amend this position’s description from time to time at their discretion. In addition, the Executive Director, and/or appointed authority, have and retain the rights to revise, eliminate, combine, and or establish positions and classifications. Amendments by the District shall be effective on such date as designated.

Employee Printed Name:			
Employee Signature:		Date:	__/__/____