

JOB DESCRIPTION

TITLE: After School Counselor

DEPARTMENT: Parks & Recreation

THIS POSITION REPORTS TO AND IS SUPERVISED BY: Full-time Program staff

GENERAL DEFINITION OF POSITION:

Supervises and leads children in After School Program.

ESSENTIAL JOB FUNCTIONS:

- Oversee health and safety of all participants. Never leave the class unattended.
- Greets children at school bus drop-off.
- Monitors attendance.
- Leads variety of activities for school-aged children.
- Ensures safe and fun environment.
- Works with full-time staff with coordination of parent communications.
- Provides snacks to children.
- Correctly complete all required paperwork in a timely manner.
- Ensure that all areas are cleaned and secured at the end of the day.

MINIMUM REQUIREMENTS TO HOLD THIS POSITION:

Required Education/Experience/Training:

High school coursework or equivalent

Required licenses/certificates/registrations:

- Valid Pennsylvania Child Protectives Services Law clearances

WORK SCHEDULE: Daily during school year; after school hours until 6:00pm

PHYSICAL DEMANDS OF JOB

JOB TITLE: After School Counselor

NOTE: In terms of a seven (7) hour workday:

"Never" equals less than 1%; "Occasionally" equals 1% to 33%; "Frequently" equals 34% to 66%; "Continuously" equals 67% to 100% of the time. Reasonable accommodations that do not cause an undue hardship will be made as required by state and federal law.

I. In a 7 hour workday, this job requires the physical ability to:

TOTAL AT ONE TIME

- A) Sit 1 hour
- B) Stand 3 hours
- C) Walk 3 hours

TOTAL DURING AN ENTIRE 7 HOUR WORK DAY

- A) Sit 1 hour
- B) Stand 3 hours
- C) Walk 3 hours

IIA. Job requires the physical ability to LIFT:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
A) Up to 10 Pounds			X	
B) 11-20 Pounds			X	
C) 21-30 Pounds			X	
D) 31-40 Pounds			X	
E) 41-50 Pounds			X	
F) 51-100 Pounds			X	
G) 100-200 Pounds (with assistance)		X		

IIB. Job requires the physical ability to CARRY:

A) Up to 10 Pounds			X	
B) 11-20 Pounds			X	
C) 21-30 Pounds			X	
D) 31-40 Pounds			X	
E) 41-50 Pounds			X	
F) 51-100 Pounds			X	
G) 100-200 Pounds (with assistance)		X		

III. Job requires the physical ability to use hands for repetitive actions such as:

	SIMPLE GRASPING		PUSHING & PULLING OF ARM CONTROLS	FINE MANIPULATION
A) Right	Yes		Yes	Yes
B) Left	Yes		Yes	Yes

IV. Job requires the physical ability to use feet for repetitive movements as in pushing and pulling of leg controls:

	RIGHT	LEFT	BOTH
	Yes	Yes	Yes

V. Job requires the physical ability to function in activities involving:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
A) Bending			X	
B) Squatting			X	
C) Crawling			X	
D) Climbing			X	
E) Reaching			X	
F) Driving a vehicle		X		
G) Unprotected heights		X		
H) Working around moving machinery			X	
I) Exposure to marked changes in temperature & humidity				X
J) Exposure to dust, fumes & gases			X	