

# TOWN OF WILTON

## Position Description

Date: July 18, 2019

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**POSITION TITLE:** Head After School Counselor

**UNION:** None

**DEPARTMENT:** Parks & Recreation

**REPORTS TO:** Parks & Recreation Administration Manager and Program Coordinator

**SUPERVISION EXERCISED:** Various Part-Time and Seasonal Employees

**SUMMARY DESCRIPTION OF DUTIES:** The After School Counselor is responsible for planning, implementing, and leading core and non-core programs and experiences for children in a small group setting. It will also be responsible for the general safety and development, growth, and skill achievement of the participants in his/her group. The position will provide high quality educational and recreational experiences for participants that focus on the Wilton Parks and Recreation Department core goals and values of safety, fun, wellness, respect, and leadership.

**JOB LOCATION AND EQUIPMENT USED:** Work is performed in the classroom and outdoors. Classroom work involves the use of a telephone, calculator, photocopier, typewriter, kitchen appliances, and personal computer. Outdoor work will include supervising students engaged in various educational and recreational activities and picking up students at Cider Mill School.

### ESSENTIAL FUNCTIONS:

- Help implement and facilitate weekly schedules of activities for after school participants;
- Plan, implement, and program activities for after school participants;
- Organize and lead a variety of small and large group activities each week. Activities may involve crafts, nature, songs, games, opening and closing ceremonies, etc. This includes time spent on the bus;
- Identify and respond to participant behavior issues promptly and appropriately and enlist outside resources, if required;
- Ensure that the classrooms and other locations where activities are conducted are kept safe, clean, organized, and free of litter;

- Communicate with parents as needed, Parks & Recreation staff, and lead staff members about participants' experiences and report any questions and/or concerns promptly to leadership staff;
- Assist in maintaining thorough, accurate, and timely program records including daily attendance and incident reports;
- Know, understand, and communicate as necessary ALL emergency and safety procedures associated with the program;
- Know, follow, communicate, and enforce all safety guidelines associated with the program areas. First and foremost, this requirement includes, but is not limited to, being responsible for your participants' safety and their whereabouts at all times;
- Must demonstrate passion for children's education with the fundamental goal of helping them grow and thrive, including providing them with assistance during homework time;
- Ensure all program schedules are followed in an organized and timely manner; and
- Any other duties as assigned by Recreation Administrative Manager and Recreation Program Coordinator.

**REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:**

- Must be CPR/First Aid certified, or able to complete the First Aid and CPR certification class provided by the Wilton Parks & Recreation Department prior to the start of the program;
- Ability to plan, organize, implement, and lead classes and activities associated with educational programs, camp, youth programs, recreation, or in a related field;
- Ability to work as a member of a team and the ability to accomplish tasks with little direct supervision;
- Ability to exercise leadership authority;
- Ability to be creative and to think on your feet; and
- Must have strong organizational, interpersonal, and communication skills.

**MINIMUM REQUIREMENTS:**

- Bachelor's degree in education or a recreation-related field;
- Previous experience in an after school, day camp, and/or day care setting; and
- Valid driver's license.

**SPECIAL CONDITIONS:**

- Successful passage of a pre-employment physical, including tests for drugs, may be required as a condition of employment with the Town of Wilton and
- The employee shall not constitute a threat to his/her own health or safety or that of others in the workplace.

Note: The qualifications set forth above are the optimal ones for this position. The Town of Wilton reserves the right to select any applicant who we, in our sole discretion, feel is qualified and can most suitably perform the functions of this position notwithstanding the absence of the optimal qualifications.