

## JOB DESCRIPTION



<b>Department</b>	Youth
<b>Location</b>	Pleasant Prairie RecPlex, 9900 Terwall Terrace, Pleasant Prairie WI 53158
<b>Job Title</b>	Before & After School Counselor
<b>Classification</b>	Hourly/Non-exempt
<b>Pay Range</b>	\$10.00/hr. - \$14.00/hr. PT1014

### Job Summary

The Before & After School Counselor is a part-time position in the Youth Department and reports to the Youth Services Coordinator. The primary purpose of the Before & After School Counselor is to provide a safe environment for children participating in the program. The primary responsibility is to provide a safe, positive and enjoyable environment for participants while interacting in a pleasant and professional manner.

### Job Duties

- Safely supervise and interact with children participating in the program.
- Ensure that program policies, guidelines, and safety procedures are followed including check in and check out procedures.
- Plan activities and submit lesson planning sheets weekly to Youth Services Coordinator.
- Track and maintain accurate list of children to ensure proper school pick-up and drop-off.
- Maintain professionalism when interacting with parents as well as when addressing and playing with children.
- Assist with answering questions, concerns, and comments from program participants, parents/guardians, and the general public.
- Greet every guest/member entering the program area and strive to create a positive first impression.
- Assist with the cleaning of the program areas, including but not limited to: light dusting, sanitizing toys, picking up games, organizing, etc.
- Comply with traffic regulations and safety rules as students are boarding and exiting multi-passenger vehicle and as they cross streets.
- May operate multi-passenger vehicle to pick-up and drop off children at regularly scheduled school locations while following strict time schedules.
- Must be able to safely follow all emergency procedures including fire, tornado, lock down and any other emergency that may occur.
- Calmly and safely handle medical emergencies including providing first aid and CPR.
- Participate in and may assist with scheduled in-service trainings and staff meetings.
- Maintain positive working relationship with supervisors, co-workers, parents and participants; promote teamwork and support overall goals of the Youth Department.
- Consistently strive to follow through or exceed the expectations of RecPlex members and prospective customers.
- Adhere to all department policies and procedures.
- Performs other duties and special assignments as directed within the scope of the Youth Department.

### Physical Requirements

- Must be able to listen and communicate effectively as well and understand operating procedures and written directives.
- High degree of public interaction and communication with exposure to periods of high activity and possible stressful situations.
- Work is performed in an indoor and outdoor environment with exposure to warm temperatures and heavy humidity, slippery surfaces, water and pool chemicals. The work requires long periods of attentiveness, swimming, jumping, standing, sitting, pulling, pushing, reaching, carrying, cleaning, visual monitoring, verbal and written communication, hearing, moving about areas, moderate lifting (15-50 lbs).
- Uniform will be worn at all times while on duty.
- Flexible schedule; hours will be Monday through Friday as set by Youth Management Staff.

### Requirements - educational, certifications and experience

- Must be at least 15 years of age.
- Previous experience working with children preferred.
- Must have or obtain CPR/AED and First Aid within three (3) months of hire.

I have read and understand the job duties and physical requirements of this position.

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Signature

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Date

Village of Pleasant Prairie is an Equal Opportunity Employer.

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