



Job Title: Classroom Counselor

Job Type: Part-Time

Reports To: Program Director

Schedule:

After School- approx. 20-25 hrs/wk

Summer Day Camp- approx. 30-40 hrs/wk

Starting Pay Range: Minimum wage - \$15/hr

Revision Date: June 2023

## POSITION SUMMARY

The Classroom Counselor is a part-time position and is responsible for implementing the Girls Place curriculum. A counselor takes all opportunities to nurture positive experiences for the girls and work closely with other program and administrative staff to make this possible.

## GENERAL JOB FUNCTIONS

- Dedication to modeling House Rules and promoting a positive environment to fulfill Girls Place's mission
- Ensure a safe environment for the girls
- Maintain a clean and healthy facility
- Create structure and organization in planning and implementing curriculum
- Manage group behavior and resolve conflict as needed
- Train, supervise, and support counselors and volunteers
- Attending weekly staff and program meetings
- Completing grant outcome documentation
- Other duties as assigned

## RESPONSIBILITIES WHEN INTERACTING WITH CHILDREN

- Model House Rules and promote a positive environment for girls
- Ensure a safe, nurturing environment for all girls
- Manage behaviors with a trauma-informed lens and resolve conflict using restorative justice techniques
- Communicate professionally and frequently with parents regarding children

## MINIMUM REQUIREMENTS

- Position requires a Level II FDLE Department of Children and Families Background Screening
- Position requires reference checks
- Certification Required: CPR & First Aid, or willingness to obtain upon hire
- Completion of 8 Office of Early Learning certification classes, or willingness to complete prior to entering a classroom
- DCF certification with 40 hours of training classes, current enrollment, or willingness to complete within 90 days of hire
- Willingness to complete 10 hours of in-service training per fiscal year

## PREFERRED QUALIFICATIONS

- Experience working with children
- Child Development Certification or youth related college level courses
- Ability to understand and apply applicable rules, regulations, policies, and procedures
- Ability to make independent decisions within set parameters

## PHYSICAL CHARACTERISTICS

- Ability to sit and stand for short and/or long periods of time
- Ability to safely respond to emergency situations
- Visual and auditory ability to identify and respond to environmental and other hazards
- Ability to push, pull, lift, and carry up to 35 pounds

## OTHER CHARACTERISTICS

- The employee is required to wear a uniform furnished by Girls Place in compliance with the staff manual

- Flexibility to adjust schedule may be required depending on the demands of the position and/or organizational needs
- Occasional use of a computer (i.e. reports, training, etc.)
- Occasional use of outdoor equipment (i.e. leaf blower, pressure washer, hose, etc.)

**PROFESSIONAL EXPECTATIONS**

*The employee will present a competent and positive image of Girls Place through the professional and safe coordination of all transportation expectations. In addition, all staff are expected to meet the professional expectations as listed below:*

- Work effectively with people of different backgrounds, abilities, opinions, and perceptions
- Demonstrate a strong commitment to protecting confidential information as described in the staff manual and confidentiality agreement
- Demonstrate a desire and willingness to learn in a team-oriented environment
- Demonstrate a strong work ethic by being dependable, productive, and displaying a high level of professionalism