



Job Title: After School Care Counselor

Department: Extended Day Activities

Appointment: Part Time

Contract Period: Hourly

Reports to: ECC (2K-JK) Jenny Howell, ECC Director
K-6: Jennifer Tacker, Director of Campus Life

Qualifications:

- Must have the desire and ability to work with young children
- Must be at least 21 years of age to work in ECC after school care
- Must be at least 18 years of age to work in K-6th after school care
- Must have a high school diploma or the equivalent
- Must have the ability to meet all of the Tennessee requirements for employment in a preschool setting
- Must have strong communication skills
- Must have the ability to relate to both young children and adults
- Must be reliable and dependable to work scheduled hours
- Must have the ability to lift 40 pounds

The ideal candidate is available from 1:30-6:00 Monday –Friday each week. Schedule adjustments for full time college students will be considered.

Job Summary:

The After School Care Counselor will support and maintain a safe, caring, and engaging environment, which encourages positive spiritual, social, emotional physical, and intellectual development of children and adhere to the Tennessee Department of Education rules, regulations, and training requirements.

The After School Care Counselor will be assigned primary responsibility over a certain age group of children and will be responsible for the well being and safety of those children during the day-to-day activities of the after school program.

Essential Duties and Responsibilities:

- To supervise children at all times, ensuring their wellbeing and safety, to include maintaining classroom ratios per state guidelines
- To lead students in various recreational activities to include: arts & crafts, physical activities, and music that support the whole child and develop life long learners
- To greet all parents upon arrival and assist them with any needs that may arise
- To treat all children, parents, and coworkers with dignity and respect, to include willingness to work with other staff members as a team
- To ensure all children are appropriately checked in and signed out from the program

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- To leave all classrooms and facilities neat and organized before leaving each evening
- To attend all required staff meetings and training programs
- To report any issues directly to the division director
- To perform any additional duties assigned by the division director
- To perform Diapering/Potty Training duties as needed in the ECC

Additional Responsibilities:

- To maintain a professional attitude at all times
- Support school policies, the Dominican Pillars of Prayer, Study, Service, and Community and the teachings of the Catholic Church in word and actions
- Contribute to the school community and maintain relationships with the faculty and staff of SAA-SDS
- Build strong, lasting relationships with students and their families
- Diapering/Potty Training in the ECC