

Job Description

Title: Youth Enrichment Counselor
Supervisor: Program Coordinator
Hours: Varies/Seasonal (up to 30 hours/week)



Willkie House, a historic community-based nonprofit dedicated to empowering youth and families through education, enrichment, and community engagement, is seeking enthusiastic and dependable individuals to serve as Youth Enrichment Counselor's. This position plays a vital role in supporting the daily operations of our summer programming by creating a safe, fun, and engaging environment for children K-7TH grade.

Key Responsibilities:

- Foster a welcoming, inclusive, and respectful environment
- Establish and maintain positive relationships through appropriate engaging conduct
- Assist in facilitating educational, recreational and enrichment activities for youth
- Maintain the supervision, safety and security of youth participants
- Effectively resolve conflict by being solution focused
- Transport youth to activities providing the necessary supervision and instruction
- Assist with set up and tear down of activities
- Meal/snack distribution and maintain cleanliness
- Communicate verbally and in writing all significant reports and information
- Participate in all required and reoccurring trainings, staff meetings and special events

Qualifications:

- Ability to pass a background check and state mandated trainings for child care centers (CPR, Mandatory Reporter etc)
- Ability to lift 20-30 lbs.
- Commitment to working with diverse families in culture and socio-demographics
- Competent use of English language, both verbal and written
- Class D3 Chauffeur's Driver's License with insurable driving record preferred
- Must be 18 years or older
- High School Diploma/GED required
- Experience working with school age children preferred

Salary: \$15-17/hr. (depending on experience)

Summer hours: Monday – Friday 7:30am – 6:00pm

Weekend and evening hours periodically available