NYA Teen Center Counselor

Pay Range: $11.00-$13.00

Employment Type: Temporary - 7.5 weeks

Benefits: None

Work Hours: 28 weekly; 11:00am-6:00pm daily

Work Days: Monday-Thursday, June 16th-July 30th

Reports to: Teen Center Supervisor

Scope: Responsible for the safety and overall program operation of a seven week summer program for 6th-10th grade students.

Essential Functions:

• Maintain a safe environment by employing program safety instructions/guidelines, practicing active supervision, and monitoring participant behavior.
• Plan and implement program activities appropriate for meeting the needs and interests for program participants, while being mindful of individual student abilities.
• Implement evaluation tools to measure results achieved by the program and its participants.
• Interact professionally with participants, families, building personnel, and community partners.
• Maintain a positive attitude towards assigned work, program participants, coworkers, and community partners; demonstrate a willingness to work with others.
• Unpack, set up, organize, and pack away program supplies as necessary.
• Attend all staff trainings and meetings.
• Keep accurate records and complete paperwork as necessary.
• Perform work in a manner that upholds Novi Youth Assistance’s policies and procedures.
• Other duties as assigned

Physical Requirements & Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand, sit, walk, swim, see, talk, hear, and use hands to manipulate. The employee is required to supervise program participants requiring the employee to match walking speed with program participants. The employee must occasionally lift (up to 50lbs). Employee must occasionally move equipment and/or supplies. The job is performed in a school building, in outside weather conditions, on a school bus, and in other businesses/community buildings.
Minimum Qualifications:
- Minimum age 18
- High School diploma or equivalent, some college preferred
- Youth education/programming experience preferred

Minimum Competencies:
- Good interpersonal skills; ability to communicate orally and in written form
- Professional habits, including, but not limited to, appearance, tact, punctuality, and dependability
- Ability to work in a team environment and independently
- Ability to maintain accurate records, and complete paperwork (hand written and typed)

The employee’s signature below constitutes the employee’s understanding of the requirements, essential functions, and duties of the position.

Employee Signature: __________________________ Date: __________________________

Employee Name (print): __________________________