

## **Town of Buxton**

Buxton Recreation Department

Job Description- Childcare Counselor

### **Nature and Variety of Work:**

The person in this position is responsible for providing safe, enjoyable out-of-school time experiences for all program participants. This work involves having the ability to take direction, take charge, be flexible, and have good judgement skills. Childcare staff are required to be always with the children. A positive outlook, flexible mindset, and can-do-attitude are all desirable traits for a person in this position.

### **Responsibility and Supervisory Relationships:**

All Childcare Counselors are directly responsible to the Recreation Supervisor, and ultimately report to the Recreation Director. Counselors are encouraged to seek guidance from Senior Staff Members.

### **Desirable experience and training:**

- Childcare Counselors should be at least 17 years of age, or show examples of significant leadership or youth program experience.
- Possess an understanding of age appropriate activities and behavior management techniques for children in grades K-8.
- Hold current CPR and First Aid Certifications
- Any equivalent combination of education and experience which demonstrates possession of the necessary knowledge, skills, and abilities.
- Be able to initiate activities and be a self-starter, as well as have effective communication skills, for dealing with children and adults.
- A Childcare Counselor should also possess the following traits: dependable, energetic, considerate, flexible, sense of humor, and a great work ethic.

### **Essential Job Functions**

- Must have a flexible schedule, with the ability to work mornings and afternoons Monday through Friday, depending on the needs and demands of the program.
- Must be able to use good judgement skills.
- Must be able to maintain the confidentiality of sensitive information.
- Must be able to stand, walk, stoop, kneel, and reach for participation in physical activities.
- Must be able to work independently.

- Must be able to implement projects and programs effectively within a group of 2-12 children.
- Must be able to provide excellent customer service to parents and children.
- Must be able to lift up to 25 lbs.

#### **Childcare Counselor Duties:**

- Attend all staff meetings and training sessions, as well as complete all required online trainings.
- Ensure all children, and the environments that they occupy, are safe
- Work alongside coworkers, supervisors, and school personnel in a positive, productive manor every day.
- Plan/Implement activities and events as instructed by their supervisor.
- Report any accidents, injuries, and incidences to the supervisor and immediately fill out appropriate paperwork.
- Observe all participant activity, taking note of children's behaviors and interactions.
- Adhere to duties and responsibilities assigned by their supervisor.
- Be accountable for all equipment, including making sure it is being used in an appropriate manner.
- Assist with the required maintenance and organization of all equipment and supplies.
- Bring and suspicions of abuse or neglect of a child to the attention of the Recreation Supervisor or Recreation Director.
- Greet parents and children with a smile.
- Participate in games and activities; Interact with children.
- Be a positive role model.

#### **Workplace Environment**

- Work is performed indoors and outdoors in variable weather conditions and temperatures.
- Work is performed in a moderate to considerably noisy environment.

*The above statements are intended to describe the general ratio and level of work being performed by people assigned to do this job. It is not intended to be an exhaustive list of responsibilities and duties required. This job description may be changed, at any time, at the sole discretion of the Town of Buxton to provide for the changing needs of the community.*