

The Community House

Job Description

Position Title: Willowbrook Program Counselor/Mentor
Location: Willowbrook Corner CCSD180 Anne M. Jeans Elementary School
Hours Per Week: Approximately 12-20 hours
Times: Ability to work from 2:45 PM-5:30 PM or 6 PM (some schedules will vary)
Start/End Dates: Training will be the week of August 22nd as school starts August 31st
Description: Under the supervision of the Site Director, responsible for providing an appropriately safe, caring, and enriching environment for the children enrolled in the After Care Youth Learning Program. Counselors/Mentors are responsible for conducting themselves in an appropriate manner, setting an example for children, parents, and co-workers.

How To Apply: In Person: Submit to front desk of The Community House, 415 W. 8th Street, Hinsdale, IL.

OR

By Email: jmajor@thecommunityhouse.org
(Jennifer Major, Community Outreach Supervisor)

Responsibilities:

Reporting to the Site Director, Counselor will:

- Comply with agency policies and procedures; comply with and implement all emergency procedures appropriate to the site in order to maintain a safe environment for participants
- Maintain accurate documentation of attendance, absences, behavioral incidents, and emergency information on each child. Positively identify parents before releasing children.
- Supervise participants, enforce program rules, and keep a consistent headcount on all children present; communicate all changes with other staff
- Work in a team environment and encourage open communication regarding concerns/issues with children, parents, co-workers, and Community Outreach Supervisor; provide a good working relationship with school and TCH staff
- Assist in the maintaining of clean-up schedules, including janitorial duties necessary to maintain the facility or vans
- Assist in the maintaining of supplies, equipment, and materials; inform Community Outreach Supervisor when new/additional supplies are needed
- Identify safety concerns to Community Outreach Supervisor and Site Director
- Directly supervise and assist with the day-to-day activities of the program

Minimum Qualifications: Counselor must be of legal age to work in Illinois and demonstrate an ability to lead, supervise and maintain the safety for children ages 5-12 years old.

Special Requirements: Candidates should have prior experience working in a childcare environment or similar workplace (At least 1 year). Successful candidates will also have direct childcare experience with knowledge of creative problem solving, disciplining of children and child development. An ideal candidate is reliable, dependable and communicates effectively.

Wages: Dependent on Qualifications/Experience: \$12-\$13 per hour