

Tuscaloosa County Park and Recreation Authority Job Description

Job Title: Extended Day Counselor
Department: Recreation & Leisure Programs
Reports To: Extended Day Director
FLSA Status: Non-Exempt
Job Level: Part-Time Pay Level 10 \$9.06 (min) to \$10.87 (max)

SUMMARY

Under the Extended Day Director, a Counselor is responsible for the supervision of a specific age group of children as assigned. The Counselor must administer the various after school activities in accordance with the policies and objectives established by the Extended Day Director. The Counselor must also have the ability to relate to children from all social and economic segments of the community. The Counselor must understand his/her relationship to the students, to the Director, to the Program Supervisor and to the Public.

ESSENTIAL FUNCTIONS

Responsible for the planning and implementation of quality leisure activities for all children.

Responsible for providing good sound instruction & leadership and for providing a safe & secure environment for the students.

Responsible for being in charge of assigned activity periods and for the "know how" of each activity.

Accountable for students in group at all times.

Foster positive communication with parents, families and guardians.

Work within the guidelines for discipline set up by PARA

Maintain all equipment in good condition.

Accountable for cleaning of bathrooms and other areas as necessary in school locations

Project a neat personal appearance at all times.

Adhere to all polices and procedures as established in PARA Employee Handbook and Administrative Handbook.

Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

One year college or technical school; or one year employment with PARA in related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with groups of children, customers and employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Current valid Alabama Driver License and CPR Certification preferred.

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

"It is the policy of Tuscaloosa County Park & Recreation Authority that no person shall, on the basis of race, color, creed, religion, sex, age national origin or disability be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity."

PARA is proud to be a "Drug Free Work Place."

All employees are subject to random drug screens.