



## **After School Counselor – Kid’s Quest Job description**

**To apply, go to:**

[schielemuseum.org/careers](http://schielemuseum.org/careers)

Job Types: Part-time

Pay: Up to \$12.00 per hour

### **Part Time Afterschool Counselor Staff**

Join the dynamic staff at the Schiele Museum of Natural History in Gastonia, NC for a rewarding job!

After School Counselors support the effective delivery of educational programs and activities for children in rising 1st-6th grade afterschool Monday - Friday. Counselors participate in staff training and perform various afterschool duties. Duties include but are not limited to assisting Schiele Museum Staff, mentoring and monitoring youth in homework and programs, assisting with extended care, and leading activities. This position reports to the Youth Program Specialist.

### **Responsibilities**

- Assist with program preparation and clean up
- Support and participate in staff training events and activities
- Lead or Co-lead games, activities, and crafts
- With guidance, develop, plan, prepare and deliver various outdoor/indoor activities, for afterschool, that are developmentally appropriate, engaging, fun, and safe

- Ensure all Schiele Museum policies and procedures, including health and safety protocols, are implemented, and always enforced.
- Assist with other afterschool duties such as sign in and sign out process.
- Drive campers in a 15-passenger van to and from school and field trips.
- Perform other duties as requested by supervisor or leadership staff

### **Minimum Qualifications**

- Ability to work effectively and productively as part of a team, indoors and outside under variable weather conditions.
- Flexibility and adaptability to work a schedule that meets the needs of the organization and campers.
- Availability in the afternoons on weekdays
- Experience working with children
- Excellent communication skills with an ease and enthusiasm for talking to individuals of all ages.
- Ability to always interact in a positive and professional manner.
- Dependability, critical thinking, problem solving and decision-making skills.
- Willingness to learn new skills and share knowledge with others.
- 18 years of age or older.
- Valid NC Driver's License with a clean driving record