



## Job Title: Summer Program Junior Counselor

### Position Overview:

Summer Program Junior Counselors assist Educators in supervising a group of students, providing leadership, content, and ensuring a fun safe learning environment. Junior Counselors assist Educators with presenting educational activities in a fun, engaging manner that sparks student interest, while ensuring tools and materials are used correctly. Junior Counselors are also responsible for leading free time activities and ensuring the safety and well-being of students.

### Essential Job Functions:

- Assist Educator in providing leadership, care and guidance of a group of assigned students on a daily basis.
- Assist with teaching STEAM activities
- Supervise a group of students during on campus activity blocks and free time
- Support Course Curriculum
  - Assist in instruction and facilitation of course workshops and activities
  - Help demonstrate various technique and tools
  - Assist in set up of equipment
- Provide a safe, positive and supportive environment for students to challenge themselves
  - Encourage students to come up with new and innovative ideas
  - Promote collaboration and teamwork
  - Create and supervise emotionally healthy environment for students
  - Lead team building activities to develop community and respect
- Manage student health and safety:
  - Utilize approved safety practices in all activities and non-program supervision time
  - Escort and oversee students
  - Provide appropriate First Aid and submit written reports to Health Supervisor
- Organize recreational activities, supervising to ensure student safety, explaining rules, and acting as referee as needed.
- Maintain a tidy and orderly classroom
- Participate in staff meetings and training sessions

### Other Job Duties:

- Assist with arrivals and departures of students
- Take pictures of students and activities for use in marketing and social media
- Light cleaning of the classroom and facility as needed
- Complete designated paperwork, reports, etc.
- Rotate through program support duties and community jobs including general cleaning, dishes, and program support
- Other duties as assigned as a Junior Counselor

## **Relationships:**

Summer Program Junior Counselors support the lead Educator in their classroom. Their success is dependent on a collaborative relationship with the Lead Educator, Academic Director, Program Director, and STEAM owners. Open and clear communication are key to these relationships, as well as willingness to support and help others as needed.

## **Qualifications:**

- Experience at STEAM or Similar Programs
- Minimum 15 years of age
- Motivated and excited to work with students
- First aid- and CPR-certified preferred

## **Skills and Other Characteristics:**

- Energetic and positive personality
- Patient and reliable, but able to be strict when needed
- Organizational and communication skills
- Basic computer, google docs, email and Microsoft office skills required.
- Exceptional customer service skills
- Great problem solver
- Outgoing
- Critical Thinker
- Flexible and able to handle unexpected situations
- Hiring contingent on successfully passing a background check.

## **Working Environment:**

Essential and marginal functions may require maintaining physical condition necessary for standing or sitting for extended periods: moderate lifting such as setting up chairs and moving educational tools. The position will involve working both indoors and outdoors. The working hours will vary depending on need and will require weekend and evening work. Staff must wear masks when working with students until further notice.