



**Position:** After School Program Counselor

**Location:** Pasadena, CA

The Waverly School seeks a part-time After School Program counselor for the 2024-25 school year.

Summary: After School Program counselors will help students with schoolwork, play sports, board games, and lead a variety of activities. Starting date is typically three days before the first day of school. The After School Program counselor schedule may be flexible based on enrollment; counselors will not necessarily work five days per week as there may be a three day or two day work week based on camp enrollment and staffing needs. Hours are typically 2:45 to 6:00 pm, Monday through Friday.

#### **Essential Duties and Responsibilities**

- Supervise students throughout the day indoors and on the elementary playground.
- Coordinate with elementary school teachers at pick-up and facilitate the transfer of students from classrooms to the afterschool program areas.
- Coordinate with afterschool enrichment class teachers in transfer from enrichment class to the afterschool program.
- Helping to record attendance in the After School Program and log drop-ins and late pickups accurately to support appropriate supervision and accurate billing.
- Supervise pick up of students daily including managing the sign in/out sheets and providing records to Afterschool Program Director.
- Provide first aid and general health support to students experiencing injury or sickness and notifying the parent/guardian by phone, email, or in-person as needed.
- Notify the Afterschool Program Director or appropriate administrator with any student or family issues as soon as possible.
- Play with students and facilitate various activities to support the program and ensure children have a positive experience.
- Help students with schoolwork as needed.
- Clean up/organize outdoor and indoor spaces daily.
- Interacting with parents, answering questions, providing information about their campers day-to-day experience.
- Closing school campus at the end of each day, putting away afterschool program materials and equipment to ensure that spaces are ready for the next day.
- Thorough understanding of camp processes and procedures as provided by the Director and School.

**Knowledge, Skills, and Abilities**

- Strong commitment to antiracist and inclusive practices that support students of all backgrounds.
- Flexible and collaborative with children and families.
- Hard-working and proactive in support of the afterschool program
- Counselors should have the ability to multi-task, work independently and in collaboration with other school staff.
- Energetic interactions with children throughout the day.
- Responsible and prompt; must arrive to work on time daily for appropriate levels of supervision of children on campus.
- Friendly demeanor in interactions with students, parents, faculty and staff.

**Education and Experience**

- Previous experience working with children preferred but not required

**Physical Demands:**

- Prolonged periods of standing and walking throughout classrooms, elementary school playground and sports court, and between several campus locations, including the Farm (half-mile from elementary school campus).
- Must be able to stand, lift, push, move up and down stairs, pull stoop and bend for short periods of time.
- Occasionally lift 15-45 pounds.
- Use excellent sensory skills-sight, hearing and speech.
- Ability to work in person and on campus.

**Other Employment requirements:**

- CPR/AED/First Aid certification training and other training as needed for compliance with school health and safety measures.
- Initial and continued TB Assessment required for employment in CA schools.
- Annual Mandated Reporter and Harassment Prevention Training.
- Adhere to school policies and procedures as outlined in the Employee and Faculty Handbooks.

Job Type: Non-exempt, part-time, months school is in session

Typical hours: 2:45 pm to 6:00 pm, Monday through Friday

Compensation range: \$17.50 - \$20.00 hourly, based on experience level

**School Information**

The Waverly School is a nonsectarian, coeducational, college preparatory, progressive day school that spans young kindergarten through high school. Waverly provides an experience-based, cross disciplinary education in which students are expected to work to their highest potential. Waverly is dedicated to helping students become confident, curious, resourceful learners who demonstrate intellectual engagement, critical and creative thinking, respect for

individual differences, and a strong sense of personal and social responsibility. The Waverly School has three campuses and a one-acre organic farm, all within walking distance of one another, in Pasadena, CA. For more information about The Waverly School please visit our website at [www.thewaverlyschool.org](http://www.thewaverlyschool.org)

**EEO Statement**

The Waverly School is an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment on any basis including race, color, creed, religion, sex, gender, gender identity, gender expression, marital status, pregnancy, transgender, transsexualism, sexual orientation, age, national origin, citizenship, primary language, military or veteran status, physical handicap, disability, medical condition, mental disability, genetic characteristic or information, ancestry, or based on any other consideration made unlawful by federal, state, or local laws.