



**Position:** After School Program Counselor

**Location:** Pasadena, CA

The Waverly School seeks a part-time after school program counselor for the 2021-22 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 August 30th. 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.

**Essential Duties and Responsibilities**

- Supervise students
- Help students with school work
- Play with students
- Clean up/organize outdoor and indoor spaces
- Supervise pick up of students
- Interacting with parents, answering questions, providing information about their campers day-to-day experience
- Closing school campus at the end of each day
- Thorough understanding of camp processes and procedures as provided by the Director and School

**Knowledge, Skills, and Abilities**

- Flexible
- Hard working
- Energetic
- Responsible
- Prompt
- Friendly
- CPR/First aid certified

**Education and Experience**

- Previous experience working with children preferred but not required

**Physical Demands and Abilities**

- Occasionally lift up to 25 pounds

- Ability to play sports and games with students
- Stand on feet for an extended period of time

Pre-Employment Background

Investigation Required?      Yes    Finger prints; California Department of Justice

Post offer physical exam?      No

Supervisory Position:      No

Required Applicant

Documents:      Application, resume, and references

**To apply**, please email your resume and statement of interest to Jack Anderson, [jackanderson@thewaverlyschool.org](mailto:jackanderson@thewaverlyschool.org)

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.