

After School Enrichment Counselor

Burbank Community YMCA – Burbank, CA

POSITION SUMMARY:

After School Enrichment Counselor's plan, organize and deliver a high quality, developmentally appropriate after school program, providing a safe place to learn foundational skills, develop healthy, trusting relationships, and build self-reliance through the Y's values of caring, respect, responsibility, trustworthiness, fairness and citizenship.

QUALIFICATIONS:

1. High School Diploma
2. A minimum six months experience working with children.
3. AA or a minimum of 12 units in Child development covering child growth & development, early childhood principles and practices, home, school, and community, and curriculum is required preferred.
4. Computer Literacy in word, excel, PowerPoint and outlook.
5. Experience working in a NAEYC Accredited program a plus.
6. Experience utilizing the DRDP formal assessment system.

DUTIES & RESPONSIBILITIES:

1. Plans and implements an educational program which is play-based and child centered; provides developmentally appropriate learning activities both indoor and outdoor for all curriculum components: Literacy, mathematics, Science, Social Studies, Arts and Engineering.
2. Adheres to Title 22 Regulations, including safety and cleanliness guidelines.
3. Attends mandatory monthly meetings and trainings.
4. Utilizes weekly planning time to develop weekly lesson plans and complete DRDP Assessments.
5. Utilizes positive discipline techniques as stipulated in the teacher training manual.
6. Ensures developmentally appropriate adult/child interactions.

STATUS/HOURS: Part time, Monday-Friday

SALARY/PAY RATE: \$10.50-\$11.00 (Based on education and experience).

TO APPLY:

Please e-mail resume and cover letter to jobs@burbankymca.org or apply in person at the Burbank Community YMCA 321 E. Magnolia Blvd., Burbank, CA 91502.

NO PHONE CALLS PLEASE

EOE