



## Stillwater Area Community Services Center, Inc.

*Where Neighbors Come Together...*

PO Box 536/19 Palmer Street

Stillwater NY, 12170

Phone: 518-664-2515

Fax: 518-664-3590

[www.sacc.online](http://www.sacc.online)

**Title:** Room to Bloom School Age Counselor  
**Department:** School Age Child Care  
**Supervisor:** Community Center Administrator/Director of Child Care  
**Status:** Part-Time, Non-exempt, 15-20 hours per week  
**Salary:** Hourly; Minimum Wage

### Minimum Qualifications:

- Minimum Age: 16

### General Duties:

1. Provide a nurturing environment for the supervision of the children in the School Age Child Care Program.
2. Supervise children.
3. Provide children with self-, group-, and staff-initiated activities which are intellectually stimulating and foster self-reliance and social responsibility.
4. Assist Head Counselor/Director with activities and helps to implement plans.

### Specific Duties:

Responsibilities shall include, but not be limited, to the following:

1. Assist Head Counselor/Director in implementing all activities, including art projects, games.
2. Inform Head Counselor/Director of any unacceptable behavior from staff or children. Keep accurate records of any incidences.
3. Work with Director to ensure program follows all local, state and federal guidelines.
4. Assist with homework.
5. Assist with the preparation of snack.
6. Be an active participant in group activities with children.

### Administrative:

1. Maintain daily paperwork for program activities, menu book, etc.
2. Ensure that the program group complies with all School Age Child Care Program policies and procedures as outlined in the program *Handbook*.
3. Conduct and record daily evaluations of each child for illness, injury, abuse/maltreatment.

### Communication:



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1. Guide children's behavior in such a way as to help develop self-control and assume responsibility for their action through clear and consistent rules. Follow procedures established for discipline as outlined in the section on *Behavior Management* in the *Handbook*.
2. Communicate regularly with the Head Counselor/Director regarding issues concerning the program.
3. Collaborate with the Head Counselor/Director to ensure that all the needs of the children are being met.

### Supervisory:

1. Supervise counselors, volunteers, and students.

### Health & Safety:

2. Follow licensing and center procedures to safeguard the health and safety of the children in the program, which includes, but not limited to: handwashing, sanitary measures, building safety rules, and rules regarding the use of supplies and equipment.
3. Be knowledgeable of emergency procedures.

### Nutrition:

1. Assist with the preparation and serving of daily breakfast and/or snack.

### Training:

1. Complete a minimum of 30 hours of professional growth every 2 years as required by NYS School Age Child Care Part 414.14.