

**CITY OF BERWYN RECREATION DEPARTMENT**  
**POSITION DESCRIPTION**

Position Title: After Care Counselor

Basic Function: Care and interact with children Pre-school through 8<sup>th</sup> grade with daily activities and to maintain a healthy, structured and enjoyable environment.

Qualifications:

- Must be 18 years of age as of December 2021
- Applicants must have experience, be caring and enjoy working with children.
- Applicants must have patience in working with children in small and large group activities. .
- Must possess good organizational and communication skills.
- Applicants must be FIRST AID, AED & CPR CERTIFIED or willing to take time to become certified.
- Required online child care learning through Illinois Action for Children.
- Applicant must be available to work from August to June 2023.

Duties and Responsibilities:

- Responsible for caring for children during daily activities.
- Initiate and complete daily activities. For example, homework assistance.
- Teach recreation skills through indoor and outdoor activities throughout the day.
- Engage, enthusiastic, encouraging and supportive to the children.
- Implementing emergency protocol efforts to ensure the protection of campers.

Key Contact and Relationships:

- Directly responsible to the Day Camp Director.
- Frequent contact with children and staff.
- Frequent contact with Program Supervisor, Office Manager, Aquatics Director and Office Staff.
- Moderate contact with the Recreation Director.

Rate of Pay: \$12.50 per hour

Availability: Monday through Friday 2:30-6:15pm  
30 – 40 hours per week