

Youth Programs Counselor (P.A.R.K. After School Program)

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Company: City of Hermosa Beach Isai

Location: Hermosa Beach

Category: other-general

DEFINITION

This is a part-time position in the Community Resources Department, working with the P.A.R.K. After School Program.

EXAMPLES OF DUTIES

Duties may include but are not limited to:

Walk to View and Valley Schools to pick up all children from school; provide supervised walking transportation to Community Center or South Park

Assist children with homework

Ensure all children are signed out by an adult

Develop program calendar and update as necessary

Maintain safety of the program and all children during all activities

Complete accident and incident reports, as necessary

Provide snack time for children

Attend all necessary trainings, workshops, and meetings

Maintain cleanliness of P.A.R.K. program facilities

Responsible for direct supervision and safety of participants

Provide arts and crafts, physically active games, and creative activities for participants ranging from 6-12 years old

Communicate effectively with peers and supervisory staff

Be attentive to participant and parent concerns or problems

QUALIFICATIONS GUIDELINES

Ability to:

Complete work with limited supervision

Provide exceptional customer service and respond to public inquiries and complaints in an effective and tactful manner

Manage time and prioritize workload

Work well under pressure

Work in a busy environment with constant disruptions and distractions

Work cooperatively in a team environment

Remain self-motivated

Solve problems while making sound judgment

Applicants must be at least 18 years of age or older. High school graduation is required. Must be able to read, write, and speak the English language, and must possess and maintain a valid Driver's License.

Physical Demands:

Work requires frequent lifting up to 40 pounds, carrying, standing for long periods of time, bending, and reaching. The ability to work outdoors in both heat and cold is also required.

SUPPLEMENTAL INFORMATION

The City of Hermosa Beach places a high priority on the health and safety of our City's workforce and our community. Consistent with that commitment, in light of the substantial and growing body of evidence that vaccinations remain the most effective protection against the spread the COVID-19, we require that all City staff members, Commissioners/Board

Members, contractors, and volunteers of our City be fully vaccinated. All City staff members must be fully vaccinated by November 12, 2021, as a condition of employment. Exceptions are available only for those who need an accommodation under a medical/disability or religious exemption.

The City of Hermosa Beach is committed to building a diverse, equitable and inclusive work environment. We provide an environment of mutual respect where equal employment opportunities are available to all City staff members and applicants without regard to status as protected by applicable federal, state, or local law.

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